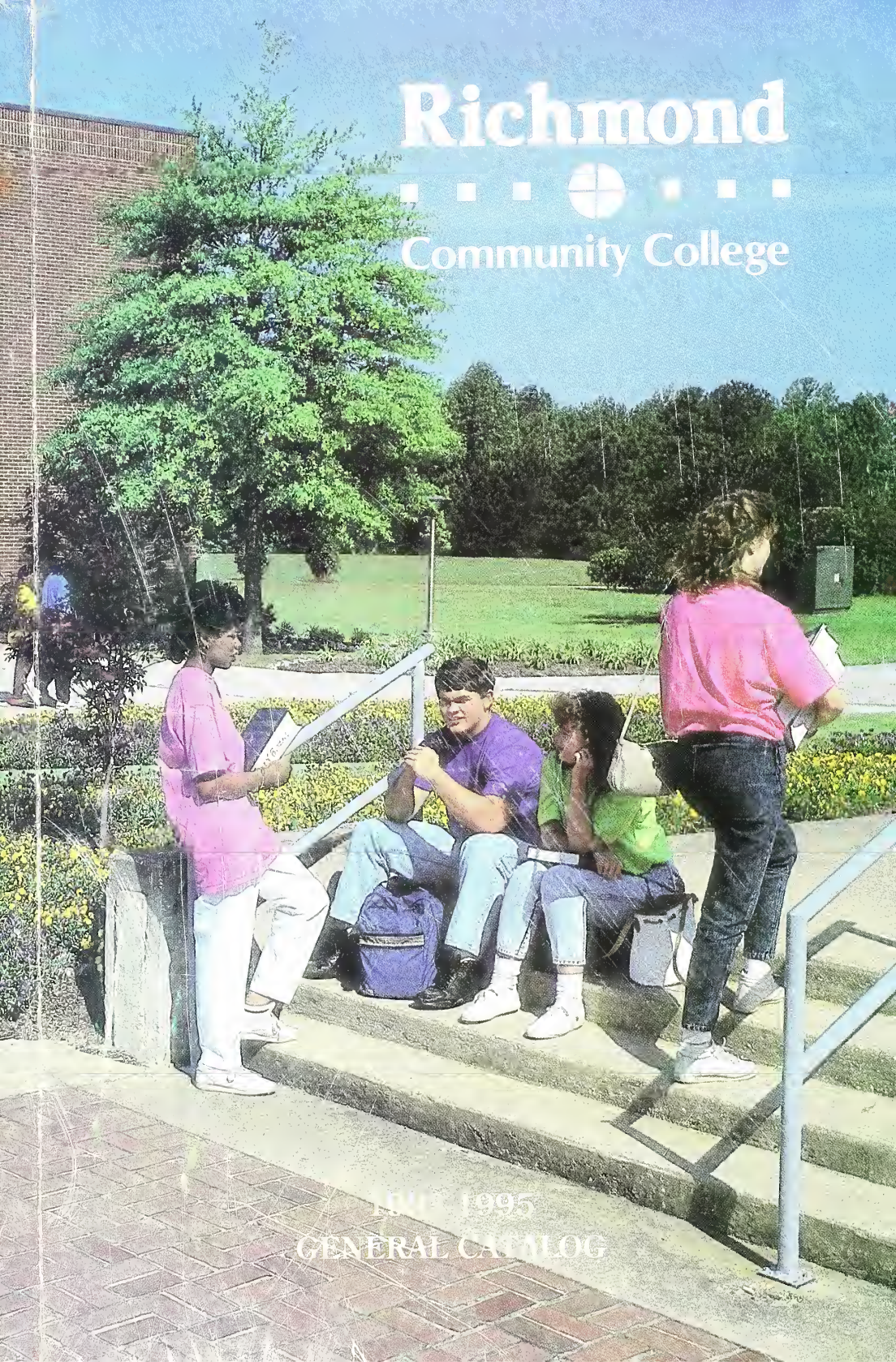
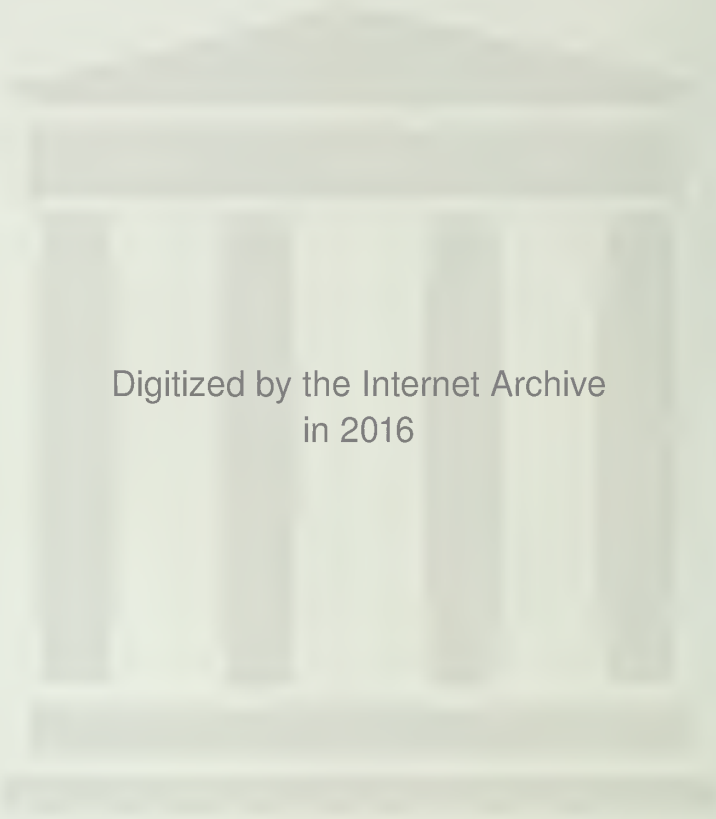


Richmond

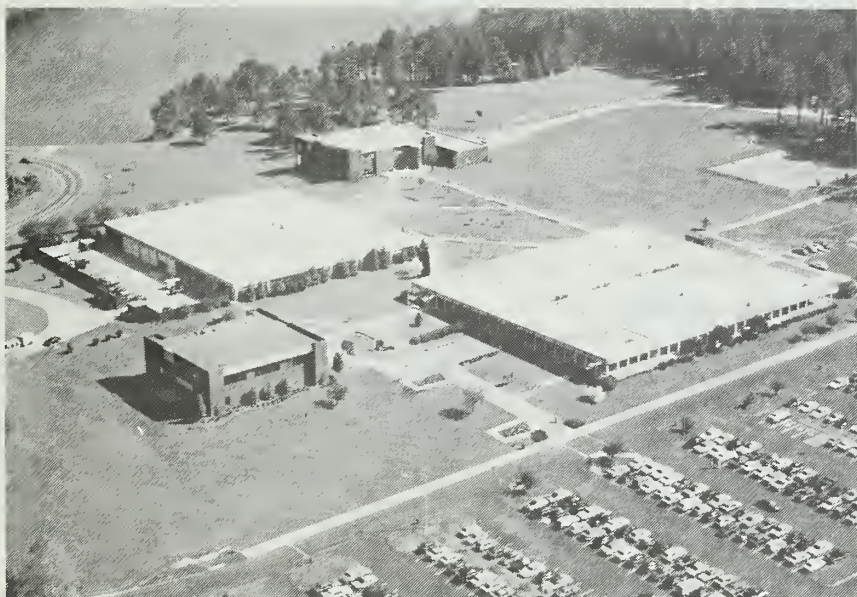


1994-1995
GENERAL CATALOG



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**SERVING THE EDUCATIONAL
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AND SCOTLAND COUNTIES
FOR OVER 30 YEARS**



1993-1995

**GENERAL
CATALOG**

The College reserves the right to make changes in particular curricular requirements and offerings, in regulations, and in fees whenever such changes are deemed essential. College catalogs and bulletins are prepared to furnish prospective students and other interested persons with information about the institution. Announcements contained in such printed materials are subject to change.

Richmond Community College is an affirmative action institution. As such, it does not discriminate on the basis of race, sex, creed, national origin, or disabilities in the administration of its educational policies, admissions policies, scholarship and loan programs, and other college-administered programs.

Directory of Correspondence

Richmond Community College
P. O. Box 1189
Hamlet, North Carolina 28345
(919) 582-7000 997-3333 276-3331

President

Joseph W. Grimsley

Administrative Affairs

Executive Vice President for Administration, Diane Honeycutt

Admissions, Counseling

Vice President for Student Development

Career Counseling

Director of Career Center, Gerry Melton

Continuing Education

Vice President for Continuing Education, James Chavis

Course of Instruction, Other Academic Matters

Vice President for Instruction, David Adeimy

Employment of Graduates

Placement Officer, Wanda Watts

Financial Aid, Veterans Affairs

Financial Aid Associate, Beth McQueen

Gifts, Bequests, Foundation

Dean of Institutional Planning and Development, Dr. Gene Burrell

Library, Audiovisual Services, Guided Studies

Dean of Learning Resources, Emily Hartzell

Public Relations

Public Information Officer, Anne Morris

Scheduling of Facilities

Dean of Evening Programs, Gilbert Montgomery

Scheduling of Tours

Director of Recruiting, Jennifer Love

Small Business Center

Director, Lowery Ballard

Student Activities

Counselor, Tim Harris

Transcripts, Records of Students

Director of Admissions and Registrar, Teri Jacobs

Visitors to the campus are welcome. The offices of the College are open from 8 a.m. to 10 p.m. Monday through Thursday and from 8 a.m. to 2:30 p.m. on Friday. Visitors are to sign in with the receptionist as soon as they arrive on campus.

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Academic Calendar 1993-95

FALL QUARTER 1993

August	23	Tuition payment period begins
	30	New student Registration
September	6	Monday, Labor Day holiday
	7	Last day to register (pay tuition)
	8	Classes begin
	8-9	Drop/Add period for registered students
	17	Last day for tuition refund
October	15	Mid-term
	25-29	Preregistration for Winter Quarter
November	22	Registration for Winter Quarter begins
	23	Last day of Fall Quarter classes
	24	New student registration and advising
	24	Grades due from instructors

WINTER QUARTER 1993

December	1	Last day to register (Pay Tuition)
	2	Classes begin — Drop/Add period begins
	13	Last day for tuition refund
	22	Christmas break begins after last class
January	3	Classes resume
	17	Holiday
	18	Classes resume
	31	Preregistration for Spring Quarter begins
February	28	Registration for Spring Quarter
March	1	Last day of classes
	2	New student registration and advising
	7	Last day to register

SPRING QUARTER 1994

March	8	Classes begin — Drop/Add period begins
	9	Last day to drop/add a course
	18	Last day for tuition refund
April	1	Holiday
	4	Easter Holiday for students
	5	Classes resume
	18	Mid-term
	25-29	Preregistration for Summer Quarter
May	23-31	Registration for Summer Quarter begins
	25	Last day of classes
	26	New student registration and advising
		Grade reports due
	30	Holiday
	31	Last day to register
June	3	Graduation

SUMMER QUARTER 1994

June	1	Classes begin — Drop/Add period begins
	2	Last day to drop/add a course
July	10	Last day for tuition refund
	4	Holiday
	5	Classes resume
	11	Mid-term
August	25-29	Preregistration for Fall Quarter
	16	Registration for Fall Quarter
	17	Last day of classes
	18	Grade reports due
	19	Graduation

FALL QUARTER 1994

August	29	New Student Registration
September	5	Holiday
	6	Last day to register
	7	Classes begin — Drop/add period begins
	8	Last day to drop/add
October	16	Last day for tuition refund
	14	Mid-term
	24-28	Preregistration for Winter Quarter
November	21	Registration for Winter Quarter
	22	Last day of classes Fall Quarter
	23	New student registration and advising
		Grade reports due
	30	Last day to register for Winter Quarter

WINTER QUARTER 1994

December	1	Classes begin — Drop/add period begins
	2	Last day to drop/add
	9	Last day for tuition refund
	22	Christmas holidays begin
January	3	Classes resume
	16	Holiday
	17	Classes resume
	20	Mid-term
	30	Preregistration for Spring Quarter
February	3	Preregistration ends
	27	Registration for Spring Quarter begins
	28	Last day of classes
March 1	1	New student registration and advising
		Grade reports due
	6	Last day to register for Spring Quarter

SPRING QUARTER 1995

March	7	Spring Quarter classes begin
		Drop/add period begins
	8	Last day to drop/add classes
	17	Last day for tuition refund
April	13	Mid-term
	14	Holiday
	17	Easter Holiday
	18	Classes resume
	24-28	Preregistration for Summer Quarter
May	22	Registration for Summer Quarter begins
	24	Last day of Spring Quarter classes
	25	New Student registration and advising
		Grade reports due
	26	Last day to register for Summer Quarter
	29	Holiday
June	2	Graduation

SUMMER QUARTER 1995

May	30	Classes begin
		Drop/add period begins
	31	Last day to drop/add
June	8	Last day for tuition refund
July	3	Holiday (Students)
	4	Holiday
	5	Classes resume
	10	Mid-term
	24-28	Preregistration for Fall Quarter
August	15	Registration begins
	16	Last day of classes
	17	Grade reports due
	18	Graduation

Notes



The College

In 1963, the General Assembly of North Carolina established a system of community colleges and technical institutes which was to be governed by the State Board of Education and a local board of trustees for each institution. In April 1964, the North Carolina Department of Community Colleges, upon recommendation of the Commission of Public Education Beyond the High School Level, established Richmond Technical Institute. Seven months later, the voters of Richmond County authorized a bond issue and a tax levy for construction and support of Richmond Technical Institute. In October 1980, the name was changed to Richmond Technical College. In July 1987, the name was changed to Richmond Community College when the North Carolina General Assembly approved RCC's application for community college status.

MISSION

Richmond Community College is an integral part of the area it serves and genuinely recognizes its inherent responsibility to provide opportunities, compatible with interests and abilities, for the educational development of all individuals over the age of 18 years who are interested in learning. Further, it is an open-door, comprehensive institution that provides adult students with quality, economical educational opportunities; supports its students in achieving their educational goals; assists the community in economic development by training a skilled work force; serves as a cultural resource; and provides community services to support local needs.

In support of this mission, the College has adopted the following goals:

GOALS

1. Provide educational programs and courses at the technical and vocational level to prepare individuals for current and prospective jobs; also, to provide college transfer programs leading to a baccalaureate degree.
2. Provide educational programs and courses to meet needs in the lifelong process of personal and professional development.
3. Enhance economic development by providing technical training for industry, business, government, and service occupations.

4. Provide literacy programs based on individual needs and interests including: Adult Basic Education, Adult High School Diploma, GED, and preparatory study to enter a curriculum program.
5. Cooperate with the local schools in their efforts to prepare students for post-secondary educational opportunities and to assist students wishing to continue their education toward a baccalaureate degree.
6. Provide a program of student services essential to developing the potential of each student.
7. Provide instructional and support services to meet the needs of a diverse student population.
8. Provide an effective educational environment with safe and adequate facilities, up-to-date equipment and comprehensive administrative services.
9. Provide community service to support educational and cultural needs.
10. Assess and improve institutional effectiveness through an effective planning and evaluation process.

ACCREDITATION

Richmond Community College is a fully accredited educational institution. Accreditation from the Southern Association of Colleges and Schools was initially received in 1969 and reaffirmed in 1973 and 1983. Accreditation from the North Carolina State Board of Education was received in 1974 and in 1979. Both Practical Nursing and Associate Degree Nursing programs are accredited by the North Carolina Board of Nursing.

Richmond Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Applied Science, Associate in Arts, and Associate in Science degrees.

HISTORY

The community college concept, as it evolved in North Carolina, created a series of post-secondary instructional facilities designed to meet the training, skill and educational needs of the adult population in each service area. Richmond Community College, established in 1964, has played a vital role in the economic, social and educational development of Richmond and Scotland Counties. To date over 127,000 students have enrolled in 9,800 extension classes; 3,168 students have graduated from 30 curriculum programs; approximately 10,000 people have enrolled in the Guided Studies Center; New Industry Training classes have been taught in 35 companies to over 3,300 trainees; 860 men and women have completed the Adult High School program; and 2,712 have received the General Educational Development Certificate. New curricula are added as community needs are identified, and extension subject offerings reflect our changing economic and cultural interests.

Richmond Community College joined the Visiting Artist program in 1972. Since then, musicians, artists, and a dramatist have introduced the people in the Sandhills area to new and interesting developments in music, art, and drama. Both the amphitheater, located on the campus, and the formation of an active and widely supported community theater, are results of participation in this program.

RCC gained community college status in 1987 and began offering college transfer curricula. The College celebrated its 30th anniversary on April 2, 1994.

LOCATION

The 160-acre main campus of Richmond Community College is located on U.S. Highway 74 between Rockingham and Hamlet. This four-lane highway intersects with U.S. Highway 1 and U.S. Highway 220 in Rockingham and makes the college easily accessible to all students in the RCC service area.

The College also owns the James Nursing Building, located on Rice Street in downtown Hamlet; the Rockingham Continuing Education Center, located on Randolph Street in downtown Rockingham; and the Scotland County Continuing Education Center, located on Atkinson Street in downtown Laurinburg.

FACILITIES

The college's physical plant on the main campus consists of six buildings, creating a total of 164,700 square feet. This area includes offices, classrooms, laboratories, shops, campus maintenance, storage, and special facilities such as the computer technologies center, library, guided studies center, photography laboratory, auditorium, student center, and bookstore. Tennis courts and outdoor patios are also available. Additional classroom, laboratory, and office space is provided for the nursing programs located in Hamlet. Extension classes are taught in various locations including the main campus, the Rockingham Continuing Education Center, the James Nursing Building and the Scotland County Continuing Education Center. An amphitheater, designed for community and college use, is utilized for public events such as concerts and graduation exercises.

LEARNING RESOURCES CENTER

Richmond Community College's \$1.5 million Learning Resources Center was funded by the 1985 General Assembly. The 20,000 square foot building is filled with books, magazines, computers, study rooms, a television studio, and offers beautiful views of the campus. The LRC is composed of three departments: the Library, the Guided Studies Center and the Media Center.

Library

The library includes 26,000 books in its general, reference and special collections; a wide variety of magazines, newspapers, pamphlets to supplement the college's technical, vocational and college transfer programs; and provides an appropriate setting for research, study or leisure reading. Library staff members are available at all times to assist in general library usage or with research. A branch library is located in Hamlet for the Nursing Programs. The library will be fully automated by 1994.

Guided Studies Center

The Guided Studies Center provides instruction through programmed books and materials at no charge to students and the public. Trained coordinators assist in selection of programs and evaluation of progress. The Guided Studies Center also offers free tutoring to curriculum students who are experiencing academic difficulty. A tutorial coordinator assesses learning problems and provides appropriate tutors and study materials. Writing Skills labs and Study Skills labs are also available.

Media/Telecommunications Center

The Media/Telecommunications Center is a part of the Learning Resources Center. It has a full range of audio-visual hardware and software and is available for research, independent study, etc. WRCC-TV Channel 27 is located within the Media/Telecommunications Center.

Computer Technologies Center

The 13,000 square foot Computer Technologies Center houses two central computers, two computer labs, one multi-use classroom, an electronics lab, and administrative offices. The core of the computer system is an IBM 9370 Model 60 minicomputer. Personal computers in these labs and other labs throughout the campus are linked to the minicomputer via fiber optic cables, thus allowing PC users access to programs which will run only on the minicomputer.

Auditorium

The auditorium seats 150 people and is used for large class presentations, staff meetings, student productions and activities, and public functions such as concerts, films, and civic meetings.

Student Center

A spacious student lounge provides indoor recreational facilities; vending area for sandwiches, snacks, and beverages; and tables and chairs at which students study, talk, play games, eat, and relax.

Bookstore

A bookstore, stocking textbooks and supply items for courses taught at the college, is located near the student lounge and is open on a part-time basis. Morning and evening hours are posted each quarter.

The Career Center

In January 1986, a Career Center was opened at Richmond Community College to afford students an opportunity to explore their personal strengths and interests before selecting a career. By using selective testing, computerized guidance, occupational information and counseling services, students as well as citizens in Richmond and surrounding counties can participate in a unique and fulfilling experience that may open many new doors and lead them to a rewarding career.

The Career Center is staffed with professionals who are trained in career exploration and are willing to assist in any way possible. In addition, information and guidance concerning job search skills, college and job information, interviewing skills and resume writing are available. The Career Center is open during the regular college day hours and four nights per week for the convenience of evening students. There is no charge for any service provided by the Career Center.

Dormitory

Dormitories are not provided by Richmond Community College. A student not living within commuting distance, and who wishes to live in the college area, must make his/her own arrangements. Richmond Community College does not supervise students in their living quarters.

The Small Business Center

The Small Business Center is designed to provide support for new and existing businesses in Richmond and Scotland Counties. The Center has a library of printed and video materials on small business management and offers special workshops and seminars throughout the year. The Center serves as a networking agency to provide information to those desiring its services.



Admissions

Richmond Community College is firmly committed to the "Open Door" policy of the North Carolina Community College System. This policy states that all persons, 18 years of age or older, regardless of race, creed, color, sex, disability, or national origin, who can profit from instruction at Richmond Community College, shall be admitted to the college provided space is available. Persons between 16 and 18 years of age who have special needs may be admitted with the approval of the local school superintendent or under the other provisions of the law relating to high school dropouts. Richmond Community College has a dual enrollment agreement with the Richmond and Scotland County Boards of Education. For more information about this policy contact a counselor in Student Development.

ADMISSION TO CURRICULA

To apply for admission to any Richmond Community College (RCC) degree, diploma, or certificate curriculum, an applicant should:

1. Complete and submit an application for admission to RCC.
2. Send a copy of his/her high school transcript, or GED equivalent, to RCC along with transcripts from any post-secondary schools attended.
3. Take computation, writing and reading placement tests to measure performance in these areas. Students will be made aware of any deficiencies in these areas and will be assigned to the appropriate developmental course. Results of tests do not affect eligibility for admission, but developmental courses are required as part of the student's curriculum if placement tests indicate the need. Students who are considering careers in programs with a strong orientation toward mathematics or English are advised of their current status in both of these areas.
 - a. Two curricula — Associate Degree Nursing and Practical Nursing — have special admission requirements.
 - b. Applicants who hold a bachelor's degree or higher are not required to take the placement tests.
4. Return to the RCC campus at a designated time for an interview with a counselor.

College Transfer, Technical and General Education Curricula

The College offers the college transfer curriculum, and ten technical curricula which lead to Associate in Arts and Associate in Applied Science Degrees.

Applicants to any of these curricula must be high school graduates or the equivalent (North Carolina high school graduates must have passed the N.C. Competency Test).

Vocational Curricula

The College offers six vocational curricula leading to a diploma. Applicants for admission to these curricula should be high school graduates or the equivalent; however, consideration will be given to those who are not high school graduates but have the ability to benefit from a course of study.

DEGREES, DIPLOMAS, AND CERTIFICATES

The Board of Trustees of Richmond Community College, under the authority of the State Board of Community Colleges, is authorized to award the following degrees, diplomas, and certificates:

1. An Associate in Arts or Associate in Science Degree is awarded for successful completion of the college transfer curriculum.
2. An Associate in Applied Science Degree is awarded for successful completion of any technical curriculum.
3. A diploma is awarded for successful completion of any vocational curriculum more than three academic quarters in length.
4. A diploma is awarded for successful completion of a technical specialty program of four quarters in length.
6. A certificate is awarded for successful completion of programs of one or more quarters in length. The courses will be determined by the College.

TRANSCRIPTS

A record of academic credit earned at Richmond Community College will be sent to any school or prospective employer if the student requesting the transcript submits a Transcript Request Form or a written approval for release of the transcript to the Registrar. All of the student's account with Richmond Community College must be satisfactorily settled before the college will send a transcript. The registrar's office requires a 24-hour notice of the request. The College does not FAX transcripts.

NURSING ADMISSIONS POLICY AND PROCEDURES

The following policies and procedures are utilized in admitting qualified students to the Associate Degree and Practical Nursing programs:

1. Submit a completed Richmond Community College application.
2. Be a high school graduate or equivalent and have completed at least one unit of algebra and biology. NOTE: A standard score of 45 on the GED Natural Sciences Test can count as one unit of biology and/or a standard score of 45 on the math portion of the GED can count as one unit of algebra. A unit of biology and/or algebra taken in the Richmond Community College Adult High School Diploma Program will be acceptable.
3. Submit official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript if applicable.
4. Score at the indicated levels or above on the admissions test: (Computerized Placement Tests)
 - a. Reading — Standard Score — 86
 - b. Writing — Standard Score — 89
 - c. Computation — Standard Score — 69

*Applicants who fail to meet minimum scores on the admission test may retest a maximum of 2 times in a 12 month period. (The 2 retests refer to either partial or complete testing.)

5. If a history of physical or mental illness exists, submit a psychiatric and/or physical evaluation at the time of the interview. An applicant with problems in physical or emotional health must provide evidence that appropriate treatment and/or counseling has taken place and that the problem has been alleviated. Persons with physical or emotional problems which have not responded to treatment within a reasonable time may be denied admission to the program.
6. If the applicant "has been convicted of or pleaded guilty or nolo contendere to any crime" which may make applicant ineligible for licensure, information relating to the incident must be provided at the time of the interview.
7. Submit a physical examination on the form provided by RCC by a licensed physician or nurse practitioner. The applicant must show physical and psychological ability to perform normal nursing duties. Information can be no more than three months old as of September 1 and on file prior to participation in clinical learning experiences.
8. Complete selected modules of the Pre-nursing Program. Attendance at a minimum 90% of the class meetings of each required module is mandatory to receive credit for Pre-nursing.
9. Students must purchase or show evidence of having professional liability insurance prior to enrollment in courses with NUR prefix.
10. Students are responsible for obtaining their own health insurance policy. RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab or clinical experiences. (i.e., strained back, needle-stick.)

Additional departmental policies and procedures are available in the Department of Nursing.

Credit by Transfer

Transfer credit for non-nursing courses in a nursing program from accredited post-secondary educational programs will be determined on an individual basis in accordance with the school's transfer policy as stated in the general catalog.

Transfer of credit for nursing courses in a nursing program from an accredited nursing educational program must be on an individual basis and in accordance with the school's transfer policy. In addition, there must be approval of the Nursing Department Chairman. Major courses must not be more than 5 years old at the time of completion of the program to receive credit for graduation. Major courses are defined as those with NUR, BIO, NUT, prefixes and PSY 110 or PSY 120.

Credit for RCC Courses Taken Prior to Admission to a Nursing Curriculum or NUR Sequence

Students must be in compliance with the nursing progression policy to be eligible for admission to a nursing curriculum.

DEVELOPMENTAL STUDIES

Students whose placement test scores indicate a need for extra instruction in reading, English, and/or mathematics shall be required to enroll in appropriate Developmental courses. A list of curriculum courses having developmental prereq-

uisites appears in the Curricular programs chapter of this catalog. The student required to take Developmental courses should consult that list before choosing curriculum courses.

FOREIGN STUDENTS

In addition to the regular admission procedures, applicants from foreign countries are required to submit proof of proficiency in the use of the English language. Foreign applicants must also submit to the registrar proof of sufficient financial resources for one year of school. Foreign applicants may be sponsored by a local U.S. citizen approved by Richmond Community College.

SPECIAL STUDENT

A student who has not decided on a particular curriculum or who does not wish to pursue a degree or diploma may enroll as a "Special Student." Such students may take up to 30 quarter credit hours without declaring a curriculum. The "Special Student" status does not permit a student to take a course without having first taken and passed the prerequisite. (An exception may be made when approved by the instructor of the course and the Vice President for Student Development.) All work satisfactorily completed by the "Special Student" will be accepted as credit toward graduation. However, the "Special Student" status does not change the student's graduation requirements which include the need to satisfactorily complete all courses in his/her curriculum and maintain an overall 2.0 grade point average. Veterans seeking educational benefits or students seeking financial aid are not permitted to enroll as "Special Students".

AUDIT

Students who wish to audit courses must register and pay for such courses at registration. Auditing students do not receive credit and are encouraged, but not required, to attend classes, participate in discussions, and take examinations.

Students may change from credit status to audit status up until the last ten (10) days of the quarter (as listed in the academic calendar). To change status, the student must complete a "Change of Status" form which can be obtained from the Student Development Office. Auditing students who wish to receive credit for a class may request a change in status provided he/she has attended class regularly (in accordance with the attendance policy), and taken all examinations. The request must be approved by the instructor and the Registrar and must be made before the mid-point of the quarter.

Financial Aid and Veterans Education Assistance recipients cannot receive benefits for Audit Credit. Audited courses do not count in total hours for claiming full-time or part-time status.

DUAL ENROLLMENT

Under certain conditions, public school students who are 16 years of age or older may enroll for enrichment courses at Richmond Community College while enrolled in high school. Students can obtain petition for dual enrollment forms from the guidance counselors at their schools.

TRANSFER OF CREDIT

Students may transfer credit earned at other accredited post-high school institutions. The Registrar and the appropriate instructors will review official transcripts and make a determination as to what courses may transfer. Where subject, content, and length of course are comparable, and a grade of "C" or above was attained, transfer credit will be allowed. Credit may be accepted only from accredited programs or institutions. The Richmond Community College transcript will show courses accepted for transfer but will show neither a grade earned nor grade points. Transfer students must spend at least two consecutive academic quarters and earn at least 25% of the total credit hours for the degree, diploma, or certificate as students at RCC. To transfer nursing courses from other colleges, the courses must be no more than five years old at the time of completion of the RCC program.

Students may transfer credit earned at RCC between curricula programs when subject, content, and length of course are comparable, and when approved by the Registrar and the appropriate instructor. Courses will transfer grade for grade, and all grades earned will be used in computing the grade point average. No transfer credit is permitted for courses completed by proficiency at other institutions.

*This is to meet current SACS criteria.

REGISTRATION

Students may register for classes during the registration period. Registration dates are specified in the Academic Calendar. During registration, each student confers with his/her assigned advisor, fills out the necessary registration forms, pays tuition and activity fees, and purchases books and supplies. Students are expected to attend any scheduled classes on the first day of classes. Currently enrolled students may preregister for classes prior to the regular registration period. The dates for pre-registration are listed in the Academic Calendar.

READMISSION

A student who withdraws from Richmond Community College in good standing is permitted to re-enter the institution at the beginning of any subsequent quarter. However, a student dismissed from the college for medical or disciplinary reasons may be readmitted only through authorization of the Vice President for Student Development.

Readmission procedures for students in Associate Degree Nursing and the Practical Nursing programs are exceptions to the above policy. Students interested in readmission should contact the Nursing Department Chairman or the Director of Admissions.

ASSOCIATE DEGREE and PRACTICAL NURSE READMISSION POLICY

- I. Students enrolled in, but not completing or not achieving a grade of 78 or better in NUR 101, seeking readmission will be considered in the applicant pool for the

year they seek to return. No special consideration will be given. the following procedure will be followed:

- A. A student must submit a request for readmission in writing to the Nursing Department Chairman.
 - B. Students who are currently enrolled in related coursework at RCC need not retest, however, they may retest if desired.
 - C. Students not currently enrolled in related courses whose test is more than one year old at the time the readmission request is received, must retest.
 - D. Students will be scheduled for an interview with other applicants and follow routine admission procedure.
- II. Readmission after completing NUR 101 with a 78 or better is contingent upon the following process:
- A. Each request for readmission will be evaluated on an individual basis.
 - B. All requests for readmission must be submitted in writing to the Nursing Department Chairman.
 - C. All requirements of the current admissions policy must be met.
 - D. If readmitted for advanced standing, all requirements of the progression policy must be met.
 - E. Readmission is on a space available basis as determined by the Admissions Committee. (The Admissions Committee consists of the Nursing Department Chairman and the Vice President for Student Development.)
 - F. An application from a student dismissed for behavior which impaired judgment, required an inordinate amount of instructor time, or violated a drug/alcohol policy must be reviewed by the Admissions Committee.
 - G. Effective Fall Quarter, 1984, readmission will be limited to one time. A student who is accepted for readmission and does not enroll for the quarter accepted shall go through the entire admission procedure the next time an application is made.
 - H. Students accepted for readmission shall submit (1) an updated physical and emotional health report, (2) transcripts of course work taken at other colleges since last time enrolled at RCC, and (3) references if requested.

ADMISSION TO GUIDED STUDIES CENTER

Admission to the Guided Studies Center is open to anyone who is 18 years of age or older and not currently enrolled in a public school. Students may study specific subjects, pursue general interests, prepare for the General Educational Development (GED) test, or study toward completing requirements for the High School Diploma (HSD) tests. To apply for admission to the Guided Studies Center, the non-curriculum prospective student should contact a counselor.

ADMISSION OF HIGH SCHOOL DROPOUTS

In certain instances, high school dropouts between the ages of 16 and 18 seek enrollment in Richmond Community College's literacy programs.

These students may enroll only after following procedures laid out between the college and the local board of education that are based on state law and local superintendent's releases.

Any student suspended from public school shall not be allowed to enroll at Richmond Community College until the time limit for public school suspension has passed. (i.e. Student is suspended from high school in March and will not be allowed to return until September. He must wait the same amount of time if he plans to enroll at RCC. The earliest he can enroll at RCC is September provided all other conditions for admissions are met. This includes the public school release form if the student is under 18, etc.)

NOTE: All previous policies and guidelines remain in effect. This includes the public school release, etc.

COOPERATIVE EDUCATION

Cooperative education (Co-op) is designed to give students enrolled in many programs within the college a chance to work on a job while completing their degrees. This combination of classroom instruction with practical, related work experience provides numerous benefits to participating students.

Co-op students may work as many as six quarters in part-time or full-time jobs with employers selected and/or approved by the College. Academic credit is given for the learning gained during the work period. Students are visited periodically by an "instructor/coordinator" and receive on-the-job supervision by their employers.

ELIGIBILITY. Any full-time students who are enrolled in programs offering Co-op for academic credit are eligible to participate if they meet the following conditions:

1. Approval of instructor/coordinator.
2. Have a minimum of 2.0 GPA.
3. Completion of Cooperative Education Orientation.
4. Approval from project director.

APPLICATION PROCEDURE. Interested students should obtain an application form from the Co-op Office and schedule an interview with the director. Students are selected on the basis of information obtained from their applications, college transcripts, and interviews regarding career goals. After the student has been accepted into the program, the director or instructor/coordinator will be responsible for locating and/or approving an appropriate work assignment.

ACADEMIC CREDIT. Credit hours for Cooperative Education work periods are determined by dividing the average number of hours worked per week by 10 and rounding to the nearest whole number. Co-op students may earn from two to nine quarter hours of Cooperative Education credit toward diploma or degree requirements, including the introduction class.

REGISTRATION. Students must have the "Approval for Cooperative Education Program" form signed by their department instructor/coordinator and the director before officially registering for a Co-op work experience course. Students who are approved and are placed on Co-op must register before going on their assignment.

Students interested in Cooperative Education are invited to contact the Co-op Office. Information is also available through faculty advisors.



Financial Information

The Community College System was initiated in order to make post-secondary occupational education readily available to all adult citizens. The state provides considerable financial support for local institutions which allows a reasonable cost to the student. In addition, several financial aid programs are available to assist the curriculum student with the costs of post-secondary education.

TUITION AND FEES

Tuition is set by the State Board of Community Colleges and is subject to change. Tuition and fees must be paid at the time of registration. A student activity fee is required of all curriculum students. This fee covers admission to student activities. Diplomas are furnished to graduates. Caps and gowns are furnished to students free of charge for use at graduation exercises. The only other costs to the student are the required books and materials, which will vary according to the curriculum in which he/she is enrolled. Nursing students may incur other expenses.

Curriculum Students

Tuition is charged for each credit hour taken up to 14 hours. All credit hours above 14 shall be at no additional cost. See scale below:

Credit Hours	In-state	Out-of-state
1	\$ 13.25	\$ 107.50
2	26.50	215.00
3	39.75	322.50
4	53.00	430.00
5	66.25	537.50
6	79.50	645.00
7	92.75	725.50
8	106.00	860.00
9	119.25	967.50
10	132.50	1075.00
11	145.75	1182.50
12	159.00	1290.00
13	172.00	1397.50
14 or more	185.50	1505.00

Student Activity Fee remains at \$9.00 for full-time student (taking 12 or more credit hours) and \$4.50 for part-time student (taking less than 12 credit hours).

RESIDENCE CLASSIFICATION FOR TUITION

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a student must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Ownership or property in or payment of taxes to the state of North Carolina does not automatically qualify one for the in-state tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a non-resident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. A copy of the manual is available for student inspection in the Student Development Office.

Continuing Education Students

Type of Courses	Registration Fee	Other Charges
Adult Basic Education	None	None
Adult High School	None	Textbooks
GED Completion	None	Textbooks
		test fee — \$7.50
Practical Skill Courses	\$35.00	Textbooks and/or
Avocational Courses	\$35.00	materials
Academic Courses	\$35.00	Textbooks and/or
Occupational Courses	\$35.00	materials

Books

Books should be purchased at the bookstore during registration. The cost of books generally ranges from \$50.00 to \$150.00 per quarter. Books for nursing students tend to cost more.

Audit Students

Tuition and fees for audit students are the same as for regular students.

Senior Citizens

There is no tuition or registration cost for North Carolina residents who are 65 years or older. This waiver does not apply to fees. Enrollment shall be on a space available basis. (Proof of age should be provided.)

Tutoring

There is no charge to the student for tutoring services.

Guided Studies Center

Instruction in the Guided Studies Center is free and there is no charge for the materials, books or tutors used by the students in the center. However, if desired, books used may be purchased from the bookstore by the student.

Refunds

Refunds of tuition are made only in the event the student withdraws for unavoidable reasons. In such cases, two-thirds of the tuition may be refunded if the student withdraws within ten calendar days after the first day of classes (as specified in the Academic Calendar). The amount of refund must be in excess of \$5.00. Decisions about refunds are made by the Executive Vice President for Administration. Students requesting a tuition refund must complete the "Tuition Refund Form". When federal policy differs from RCC policy, federal policy will be followed.

FINANCIAL ASSISTANCE

The purpose of financial aid is to supplement the resources of the student and the family. The college makes every effort to insure that every qualified student will have an opportunity to attend, regardless of financial ability. Students demonstrating eligibility receive a package of assistance composed of scholarships and grants and/or work-study and loans.

Application forms and additional information are available from the Financial Aid Office or any member of the Student Development staff.

General Eligibility Requirements For Financial Aid

To be considered for financial aid at Richmond Community College, a student must:

- submit an acceptable form of need analysis such as the Free Application for Federal Student Aid.
- be a U.S. citizen, national or permanent resident.
- be enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate. A financial aid award cannot be made until a student is accepted but you do not have to wait for an acceptance letter to apply for financial aid.
- be maintaining satisfactory academic progress as outlined by the college policy.
- not owe repayments or refunds to any student aid program nor be in default on a student loan made through any post-secondary institution.
- demonstrate financial need according to the specific requirements of each aid program.
- have a Social Security number.
- have a high school diploma or a General Educational Development (GED) certificate, or you must pass an independently administered test approved by the U.S. Department of Education, or meet other standards established by the State that are approved by the Department.
- be registered with the Selective Service, if you are a male at least 18 years old, born after December 31, 1959, and are not currently a member of the U.S. Armed Forces.
- submit a Financial Aid Transcript from any college attended prior to enrolling at RCC whether or not you received financial aid at that college.

- ° (Pell Grant Only) certify that you will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by the Pell Grant.

Financial aid awards will be made on the basis of need for the following programs.

Federal Pell Grant

This federal aid program is designed to provide financial assistance to undergraduates entering post-high school educational institutions. The amount of a student's grant is dependent upon the financial status of the student according to an annual congressionally approved formula adopted for the program.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is a federal aid program designed for students with the greatest financial need. Priority is given to Federal Pell recipients.

Federal Work-Study Program

This program provides, when available, jobs on campus at an hourly rate. During the academic year, work-study employment is limited to a certain number of hours per week. For the student needing to meet expenses for the coming year, but not enrolled during the summer quarter, special programs may be available which would provide summer employment for up to 40 hours per week. Employment in the Federal Work-Study program is also limited to available funds. Funding of the program is based on contributions from local sources, matched with federal monies. The following civic clubs have made contributions to the Federal Work-Study funds in lieu of establishing scholarships or loans:

1. Rockingham Civitan Club
2. Laurinburg Pilot Club

A Free Application for Financial Aid Form must be submitted along with an RCC Application for Student Financial Aid. Applications are reviewed on August 1 for each new college year. At that time, students are ranked according to need and assigned jobs accordingly. The Financial Aid Associate determines which applicants may receive work-study aid.

North Carolina Student Incentive Grant

This program assists the state in providing grants to students who attend post-secondary schools and have substantial financial need. The NCSIG program is administered by College Foundation, Inc. Students must complete the free Application for Financial Aid Form by March 15 to be considered for this type of aid.

Nurse Education Scholarship/Loan Program (NESLP)

This is a state program designed to provide assistance to Associate Degree Nursing and Practical Nurse students. Applicants must have financial need determined by completing a Free Application for Federal Student Aid. Recipients must be willing to enter into a contractual agreement with the State of N.C. to practice as an LPN or RN upon completion of the education program.

SCHOLARSHIPS

Scholarships vary in amount and availability. Interested students should contact the Financial Aid Office in the Student Development Department for applications.

The Annie Brooks Beam Memorial Scholarship

Francis and Martha Beam de Vos and their children established this \$500 scholarship in memory of Mrs. Annie Brooks Beam. The scholarship is awarded annually to a Richmond County resident entering the Associate Degree Nursing curriculum who demonstrates scholastic promise, academic achievement, and financial need. This scholarship is renewable upon satisfactory academic performance.

The Joseph D. Beam Scholarship

The Joseph D. Beam Scholarship is awarded annually to a deserving Richmond County resident who has achieved academic excellence and is enrolled in Mechanical Engineering Technology or Electronics Engineering Technology. Preference will be given to a graduating senior. The award is for \$500 per year and is renewable for the second year upon satisfactory academic performance.

The CSX System Scholarship

The CSX System Scholarship is awarded annually to an employee of the CSX System, a child of an employee, or a dislocated employee who is accepted for enrollment in either the Electronics Engineering Technology or Mechanical Engineering Technology curriculum. The \$500 award will be given to a Richmond County resident. Criteria for selection includes scholastic promise, academic achievement, and dedication to the engineering field.

The J. Neal Cadieu, Sr. Memorial Nursing Scholarship

The J. Neal Cadieu, Sr. Memorial Nursing Scholarship will be awarded annually to a student entering the Associate Degree Nursing curriculum. The \$500 award will be given to a deserving Richmond County resident who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable upon satisfactory academic performance.

The Carolina Power and Light Company Community College Scholarship

These scholarships were established to make educational funds available to students residing in the CP&L service area who are seeking two-year degrees which support the further economic development of the service area. Recipients of these scholarships must be N.C. residents and maintain a grade point average at or above the level for graduation. The awards are for \$500.

The Carolyn Wilson Carter Scholarship

This scholarship was established by the St. Paul Lutheran Church of Hamlet in memory of Carolyn Wilson Carter. This scholarship will be awarded to a second year Associate Degree Nursing student upon the recommendation of the Nursing Department Chairman.

The Rosie Chambers Memorial Scholarship

The Human Services Club of Richmond Community College has established this scholarship in memory of Rosie Chambers to provide assistance for a Human Services Technology student who demonstrates scholastic promise, academic achievement, and dedication to the Human Services profession. The applicant must be entering the second year of studies and maintaining an overall Grade Point Average of 3.0 or better.

The Dorothy King Chisholm Memorial Nursing Scholarship

This scholarship will be awarded annually to a student entering the Associate Degree Nursing curriculum. The \$500 award will be given to a deserving Richmond County resident who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable upon satisfactory academic performance.

The Robert Cole Scholarship for the Health and Human Services Division

The Robert Cole Scholarship for the Health and Human Services Division is awarded annually to a student accepted for enrollment in the Associate Degree Nursing, Criminal Justice, Human Services Technology, or Practical Nurse Education curricula. The \$500 award will be given to a deserving Richmond County resident who demonstrates scholastic promise and academic achievement. This scholarship is renewable upon satisfactory academic performance.

The Carlton C. Culler Memorial Scholarship

This scholarship was established in 1992 in memory of Carlton C. Culler to assist a student enrolling in the Microcomputer Systems Technology curriculum. The \$500 scholarship will be awarded annually to an applicant who demonstrates financial need. The scholarship is renewable for the second year upon satisfactory academic performance.

The Lindsey G. Dewitt Endowment Scholarship

This scholarship was established in memory of Lindsey Guy Dewitt to help a student entering the Mechanical Engineering Technology, Electronics Engineering Technology or Machinist curricula. Preference will be given to a Richmond County resident. The recipient must demonstrate academic achievement, scholastic ability and financial need. The \$500 award is renewable upon satisfactory academic performance.

The Earl G. Dunn Memorial Scholarship

This scholarship was established in memory of Chief Deputy Earl G. Dunn to help a deserving Criminal Justice student. The recipient of this scholarship must be a currently employed Richmond County law enforcement officer, a graduating Richmond Senior High School student, or a second-year Criminal Justice student. This \$500 scholarship will be awarded annually.

The Forty and Eight Scholarship

This scholarship has been established by the American Legion to help a deserving Associate Degree Nursing student. The scholarship will cover the cost of tuition for a second-year student.

The Golden K-Kiwanis Club Scholarship

The Golden K-Kiwanis Club of Laurinburg established this scholarship in 1990 to provide assistance for a Practical Nurse Education student. The \$1,250 scholarship will be awarded annually to a deserving Scotland County resident who demonstrates scholastic promise, academic achievement, and dedication to the nursing profession.

The Wyndie Daniels Brown Hayes Memorial Scholarship

This scholarship was established in memory of Wyndie Daniels Brown Hayes, a 1980 graduate of the RCC Practical Nurse Education curriculum. The scholarship is awarded annually to a student entering the Associate Degree Nursing curriculum. The \$500 award will be given to a deserving Richmond or Scotland County resident who demonstrates scholastic promise, academic achievement, and financial need.

The Flora M. Kelly Scholarship

This scholarship has been established in memory of Flora M. Kelly to help a deserving Practical Nurse Education student. The scholarship is awarded annually to a student showing evidence of financial need.

The Annie Louise Lackey Scholarship

This scholarship was established in 1992 to provide assistance to a student enrolling in the Associate in Arts degree or Associate in Science degree curriculum. The \$500 scholarship will be awarded annually to a Richmond County resident based on need and ability. Preference will be given to applicants who express an interest in completing their baccalaureate studies at Wingate College. The scholarship is renewable for the second year upon satisfactory academic performance.

The Harris McKinnon McRae Memorial Scholarship

This scholarship was established in memory of Harris McKinnon McRae to help a deserving Business Administration student. Preference for this scholarship will be given to a graduating high school senior residing in the northern part of Richmond County (Ellerbe and above). This \$500 scholarship will be awarded annually and is renewable for a second year upon satisfactory academic performance.

The Versa Morman Memorial Scholarship

The Human Services Club of Richmond Community College has established this scholarship in memory of Versa Morman to provide assistance for a Human Services Technology student who demonstrates scholastic promise, academic achievement, and dedication to the Human Services profession. The applicant must be entering the second year of studies and maintaining an overall Grade Point Average of 3.0 or better.

The North Carolina Community College Scholarships

Scholarships are awarded annually to North Carolina residents, maintaining a passing grade point average. Priority is given to those persons with the greatest financial need; minorities, black students enrolled in college transferable curricular programs, displaced persons seeking new job skills; women in non-traditional curricular programs, and students who completed high school through a Learning Lab or Guided Studies Center. Payment of the scholarship is made in four quarterly awards.

The Pee Dee Electric Membership Corporation Scholarship

This \$500 scholarship was established in 1987 to be awarded to a deserving student who demonstrates scholastic promise, academic achievement, and financial need. Preference will be given to a student whose family is a member of the Pee Dee Electric Membership Corporation, however, this is not a requirement.

The Richmond Community College Merit Scholarship

This \$750 scholarship has been established to assist a first-year student enrolling full-time in any diploma or degree curriculum. The award is intended to offset the cost of three full-time quarters of study. The recipient must be a legitimate scholar as demonstrated by prior academic excellence and must be committed to community involvement and life-long learning.

The Richmond County Medical Auxiliary Scholarship

Periodically, the Richmond County Medical Auxiliary provides a scholarship to an Associate Degree Nursing student from Richmond County. The scholarship covers tuition and activity fee.

The Scotland County Medical Auxiliary Scholarship

Periodically, the Scotland County Medical Auxiliary provides a scholarship to an Associate Degree Nursing student from Scotland County. The scholarship covers tuition and activity fee.

Sealed Air Corporation Scholarship

This \$500 scholarship was established by the Sealed Air Corporation to assist a student enrolling in the first year of a two-year Associate Degree program. The recipient must demonstrate scholastic promise, academic achievement, and financial need. The scholarship is renewable for the second year upon satisfactory academic performance.

The Southern Bell Telephone and Telegraph Scholarship

These \$500 scholarships were established for students attending institutions which are located in the Southern Bell service area. The recipients of the scholarships must be North Carolina residents, enrolled in diploma or degree curricula, maintaining a passing grade point average at or above the level required for graduation; and continuing enrollment at the institution where he/she enrolled at the time of the scholarship award. Students with the greatest financial need are given top priority. Secondary consideration includes whether or not the applicant is one whose job skills have become obsolete because of economic recession in their job fields.

The Wachovia Technical Scholarship

The scholarship is awarded to two full-time students in the second year of a two-year program. The scholarships are awarded on satisfactory evidence of financial need, scholastic promise, and prior performance at the institution. Each student's performance during the first year of enrollment is a criterion of selection. These scholarships are used for books, tuition, and transportation. The scholarships are valued at \$500 and payment of the scholarship is made in three quarterly payments.

The D. D. and Esta C. Wicker Memorial Scholarship

The D. D. and Esta C. Wicker Memorial Scholarship will be awarded annually to a student entering a college transferable curriculum. This \$500 award is given by Thomas G. (Tom) and Kathleen C. Wicker to a deserving Richmond County resident who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable upon satisfactory academic performance.

The John W. Williams Memorial Scholarship

This scholarship is awarded annually by the Richmond Sandhills Civitan Club in memory of Mr. John W. Williams. The scholarship is awarded to a full-time student in the second year of a two-year curriculum. Criteria for selection include scholastic promise, prior performance at RCC and expressed financial need.

Work Scholarships

These scholarships are awarded to second year students in a two-year curriculum or second quarter students of a one-year curriculum on the basis of academic achievement and expressed need. The work scholarship recipients will be assigned worthwhile duties on campus which will give them on-the-job training related to his/her curriculum. Recipients will be assigned to supervisors who closely evaluate the work performed and the level of performance. The qualifications are as follows:

1. Student must be full-time in his/her second year of a two-year curriculum at RCC or second quarter of a one-year curriculum.
2. A minimum of a 2.8 grade point average is required of all students applying.

FEDERAL STAFFORD LOANS

Federal Stafford Loans are low-interest loans made to students attending school at least half-time. Loans help to cover educational expenses for one year at a time, including tuition, books, and fees, plus an allowance for necessary travel and living expenses. Loan funds must be paid back under the terms and conditions set by the Department of Education.

VOCATIONAL REHABILITATION

Students with physical disabilities which constitute vocational handicaps are eligible for scholarships from the Division of Vocational Rehabilitation. The nearest Vocational Rehabilitation district office can supply full details on these scholarships.

JOB TRAINING PARTNERSHIP ACT PROGRAM (JTPA)

The JTPA Program is designed to prepare youths and adults for entry or re-entry into the labor force and to afford job training to those economically disadvantaged individuals.

The program provides assistance for books, tuition and fees to eligible students and also provides services such as: personal and academic counseling, vocational assessment, job referral and job placement.

To be eligible for this program, a person must meet income guidelines set forth by the Department of Labor, be a resident of Richmond or Scotland County, be a high school graduate, and males who are between the ages of 18-26 born after 12/31/59 must have registered and be in compliance with the Military Selective Service Act.

Persons interested in applying for this program should contact the RCC JTPA Associate.

Satisfactory Academic Progress for Title IV and Instructional Financial Aid

A student receiving financial aid who does not maintain satisfactory progress shall be placed on probation for one quarter to raise his/her GPA to the acceptable minimum for hours attempted as outlined below in the Satisfactory Progress Scale. Such a student shall continue to receive financial aid for that one quarter. At the end of one quarter of probation, if the student has not achieved a satisfactory GPA, financial aid shall be terminated. To restore the financial aid award, the student must enroll and continue in a curriculum until his/her GPA has increased to the acceptable minimum as outlined below. During this time, the student shall receive no financial aid.

SATISFACTORY ACADEMIC PROGRESS SCALE

Each student receiving financial aid shall maintain satisfactory progress toward completion of requirements for a degree or diploma. To make satisfactory academic progress, a student enrolled at Richmond Community College must maintain the following minimum grade point average:

TWO-YEAR PROGRAM		ONE-YEAR PROGRAM	
Credit Hours Attempted	GPA	Credit Hours Attempted	GPA
0-18	1.20	0-18	1.20
19-37	1.40	19-36	1.50
38-57	1.55	37-57	1.80
58-76	1.70	58 or more	2.00
77-95	1.85		
96 or more	2.00		

Additional financial aid requirements: (Note: Requirement number six shall not pertain to students enrolled in the remedial program. All other requirements shall pertain to students enrolled in the remedial program.)

1. A student who enrolls and either fails or withdraws from all classes shall be determined not to have made satisfactory progress.
2. A student who enrolls for any course(s) not required as credit toward graduation from that student's chosen curriculum shall not receive financial aid for the course(s). A student who enrolls in a course(s) that he/she has already passed shall not receive financial aid for that course(s). (A course is considered to have been passed with a grade of "D".)
3. A grade of "I" given for incomplete work (0 grade points) shall be computed with the total credit hours attempted to determine if a student is making satisfactory progress. The grade point average shall be recomputed once the "I" has been removed. A student shall not receive financial aid to repeat a course in which a grade of "I" is received.
4. A student enrolled in the remedial program of study shall maintain satisfactory academic progress as outlined for a one-year program and shall complete all remedial requirements in four equivalent quarters or less.
5. At the end of each quarter, the student must have successfully completed ("D" or above) at least fifty percent (50%) of the credit hours for which he/she enrolled to be eligible for financial aid.
6. A student who does not complete his/her program of study in the number of quarters prescribed in the catalog, may continue, if otherwise eligible, to receive financial aid. However, the additional time allowed cannot exceed 1.50 times the

number of quarters required in the student's program adjusted by the amount of financial aid received (full-time, three-quarter time, one-half time). Rules of rounding shall be observed only in the computations of the total equivalent quarters of eligibility.

The maximum equivalent quarters for programs shall be:

4 quarter program $4 \times 1.5 = 6$ equivalent quarters

6 quarter program $6 \times 1.5 = 9$ equivalent quarters

7 quarter program $7 \times 1.5 = 11$ equivalent quarter (rounded)

As an example, a student in a six-quarter program attends as follows:

Full-time attendance $100\% \times 2$ qtrs. = 2 full-time equivalent qtrs.

3/4 time attendance $75\% \times 5$ qtrs. = 3.75 full-time equivalent qtrs.

1/2 time attendance $50\% \times 3$ qtrs. = $\frac{1.5}{7.25}$ full-time equivalent qtrs.

9.00 total full-time qtrs. of eligibility

(minus) - $\frac{7.25}{1.75}$ total equivalent qtrs. of attendance

$\frac{1.75}{1.75}$ equivalent qtrs. of remaining eligibility

7. A student not completing all of the requirements for graduation during the additional time period as outlined in number six above shall be ineligible to continue receiving financial aid for the particular program.

Satisfactory Academic Progress Appeal for Title IV and Institutional Financial Aid

1. The Financial Aid Associate shall inform a student in person or by mail of his/her termination from financial aid and of his/her right of appeal.
2. Should a student desire to appeal his/her termination from financial aid, a written request must be submitted to the Financial Aid Committee within five business days of the date of the letter informing the student of his/her termination from financial aid. The student must appear before the committee and provide a basis for his/her appeal.
3. Should the Financial Aid Committee deny the student's appeal, the student may then appeal to the President of the College.

Overpayments

In the event that a student receives an overpayment of his/her financial aid, the overpayment must be repaid by the student, no matter what the reason for the overpayment. The college must notify the U.S. Department of Education if it has serious difficulty in collecting an overpayment from a student.

The student will not be eligible for additional federal financial aid until the overpayment is resolved. The College will not release academic or financial aid transcripts until the overpayment is paid.

DEPARTMENT OF VETERANS AFFAIRS

In order for the veteran to obtain the benefits to which he/she is entitled, it is essential that he/she become familiar with the regulations and procedures necessary for applying for and receiving Veteran Educational Benefits.

It is important that the veteran know what may affect his/her benefits. Any change in his/her status must be reported to the Department of Veterans Administration (Reference Paragraphs 5, DVB, Circular 20-75-84, dated August 14, 1975.) The RCC Financial Aid Associate is RCC's Veterans representative.

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The veteran, or other eligible persons, should advise the representative of any changes in dependent status, drop or add subjects, complete termination (with or without intent to return) and any further changes in his/her program or status. Know your graduation date and make sure you have been certified to that date.

Procedures for Veteran's Benefits

Conditions under which a veteran may be certified for veterans benefits at RCC are listed below:

1. Veterans must be accepted by RCC for admission.
2. Proper application must be filed with the Department of Veterans Affairs.
3. A veteran must submit an official copy of his/her high school transcript and official transcript(s) of the academic record from each college or university attended.
4. Veteran may not repeat a course which he/she has taken or for which he/she has already received a credit. Veterans may not receive benefits for auditing classes or for classes completed by proficiency.
5. Veteran must maintain satisfactory progress as outlined by the school policy.

DVA Weekly Attendance Requirement

	Vocational and Associate Degree Programs Quarter Credit Hours	Learning Lab Con. (Clock) Hours
Full-Time Benefits	12 or more	20
3/4 time Benefits	9-11	15
1/2 Time Benefits	6-8	10

Satisfactory Progress for Veterans

Beginning with the Winter Quarter, December 2, 1975, a veteran enrolled at RCC is required to maintain the following minimum grade point average in order to be classified as maintaining satisfactory progress.

Associate Degree		Vocational Diploma	
Credit Hours Attempted	GPA	Credit Hours Attempted	GPA
0-18	1.20	0-18	1.20
19-37	1.40	19-36	1.50
38-57	1.55	37-57	1.80
58-76	1.70	58 or more	2.00
77-95	1.85		
96 or more	2.00		

A veteran who does not maintain satisfactory progress will be placed on probation for one quarter. In the event the grade point average is not increased, the veteran's benefits will be terminated.

DVA benefits may be restored by enrolling in the curriculum with no VA benefits for a period sufficient to increase his/her grade point average to the acceptable minimum for hours attempted and reinstatement by the DVA.

The veteran student who enrolls in two or more subjects and fails or withdraws from all of them will be classified as having made unsatisfactory progress and benefits will be automatically terminated by the DVA.

When the veteran is dropped from classes by the Admissions Committee for non-attendance, the veteran's benefits will be terminated. To be re-certified the veteran must contact the Financial Aid Associate.

Credit Hours Required for Graduation

A Richmond Community College student, including the veteran, must successfully complete required courses and elective courses needed to meet the minimum number of credit hours required for graduation from a curriculum.

Know your requirements. Do not exceed them! Veterans are totally responsible for course repeats, courses for which he/she received credit, and courses which exceed the minimum number of credit hours required for graduation. In cases of doubt, please consult with your Advisor or the Registrar. An exception to this is that a score of "F" on a mandatory subject must be repeated. Any veteran, or other eligible person, who does not meet graduation requirements within the time limits imposed will be deemed to not be making satisfactory progress and his/her benefits will be terminated. Other than the exception noted above, any veteran or other eligible person, who exceeds the total hours and/or takes too many electives, will be required to reimburse the Department of Veterans Affairs.

Overpayment of DVA Benefits

The law requires that the DVA must collect all benefits paid to a beneficiary for a course which the grade assigned is not used in computing the requirements for graduation including a course from which the beneficiary withdraws, unless there are mitigating circumstances.

This means that if the veteran or other eligible person drops a course, unless he/she can show the DVA that there are mitigating circumstances, he/she must return all the money paid to him/her for pursuit of that course from the start of the term, not merely from the withdrawal date.

Examples of acceptable mitigating circumstances are prolonged illness, severe illness or death in the immediate family and unscheduled changes in employment or work schedule.

Examples of unacceptable mitigating circumstances include withdrawal to avoid a failing grade, dislike of instructor and too many courses attempted.

The veteran or other eligible person will be required to submit evidence to support his/her reasons for withdrawal. If the DVA determines that the veteran did not have acceptable mitigating circumstances, an overpayment of benefits will be created.

The DVA will attempt to collect any overpayments from a veteran or other eligible person by making a written request for payment and withholding future benefit payments. Debts may be referred to collection agencies or the Justice Department. Approval of DVA home loan guarantees may be delayed pending satisfactory repayment arrangements. Federal income tax refunds may be withheld and applied to DVA debts.

Attendance

Veterans will comply with attendance requirements set forth on page 37.



Academic Policies

Richmond Community College is committed to the fullest possible development of the potential in each student. The academic policies and regulations described on the following pages are directed toward this objective. Each student is responsible for his/her familiarization with these policies and is expected to meet all requirements and regulations.

SPECIAL POLICIES

PN and ADN Progression Policy

Students enrolled in the PN or ADN curriculum must obtain a minimum grade of "C" in each major course* to progress and graduate in the nursing curriculum. A quality point average of 2.0 is required for a student to remain in the nursing program and for graduation. If a GPA of 2.0 is not achieved the ADN student must take a reduced load until a 2.0 is achieved.

Calculation of GPA's are limited to required courses in the PN or ADN curriculum. Courses taken outside the PN or ADN curriculum are not considered part of the program GPA.

Readmission to the nursing sequence will be in accordance with readmission policies on a space available basis.

*Major courses for the nursing curricula are those with NUR, BIO, and NUT prefixes and Human Growth and Development.

PN and ADN Dismissal Policy

In addition to the PN and ADN Progression Policy, the nursing faculty reserves the right to dismiss a student from the nursing program for the following reasons:

- A. Infraction of health agency policies while on affiliation in that agency.
- B. Negligent acts that result in harm to a patient.
- C. Behavior that presents physical and/or emotional problems that do not respond to treatment/counseling within a reasonable period of time.
- D. Behavior which impairs judgment, requires an inordinate amount of instructor time in judgment of the Nursing Department Chairman, or conflicts with safety

essential to nursing practice. A failure in judgment or conflict with safety essential to nursing practice is defined as a failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to patient health and safety.

- E. Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances may be required to submit to drug screening at their own expense by a nursing faculty member in consultation with the Director of Nursing Department, Vice President for Instruction, Vice President for Student Development, or the President of the College. Facilities which provide clinical experience reserve the right to require testing in compliance with drug and alcohol policies of the institution. Failure to comply may result in dismissal from the program or refusal of the clinical facility to allow the student access to clinical experience. Should the student be denied access, this may result in dismissal if this is the only clinical facility available for practice.
- F. Violation of the patient's right to privacy by not protecting information of a confidential nature.

Any student who is recommended for dismissal from a nursing program will have a conference with the instructor and Nursing Department Chairman to discuss the reason(s) for dismissal. The student will also receive a letter stating the reason(s). If the student disagrees with the dismissal he/she should contact the Vice President for Student Development. The Vice President for Student Development, in consultation with the Chairman of the Nursing Department, will make a recommendation to readmit or decline readmission. If the student disagrees with the recommendation of the Vice President for Student Development he/she may appeal to the President of the institution. If the student disagrees with the recommendations of the President, an appeal may be made to the Board of Trustees whose action is final.

CLASS ATTENDANCE

Regular attendance is considered essential to realize course objectives. Students are expected to attend all scheduled meetings of classes for which they register. Absence from class does not excuse the student from responsibility for class work. Anticipated absence from class such as National Guard, Federal Reserves, or Jury Duty should be discussed with instructors so that the completion of missed work can be arranged.

Students must attend 90% of all scheduled classes, labs, shops or clinics. A student will be withdrawn from the course when his absences exceed 10% of the scheduled class meetings. (Students are allowed a minimum of three absences when 10% of a course is fewer than three absences.) The registrar will inform the student by mail of this withdrawal and of the right to appeal. When withdrawn, the student will receive a grade of "W" for the class and will not receive credit for the course. The "W" grade will not be used to compute hours earned or to compute the student's grade point average.

If the student should desire to appeal his/her withdrawal, he/she must submit a written request of appeal to the Vice President for Student Development. This request must be submitted within a week of the date in the heading of the letter informing the student of his/her withdrawal from class. The student must be prepared to support his/her appeal with extenuating circumstances (i.e.: documented illness whereby the student has kept up with work in class) to the Vice President for Student Development. The Vice President for Student Development will make a decision regarding the appeal based on the evidence and consultation with the instructor.

If the appeal is not upheld, the student may request a meeting before the Student Appeals Committee. This must be within three business days of the decision rendered by the Vice President for Student Development. The student must bring evidence to the Student Appeals Committee on the date and time assigned by the Vice President for Student Development.

Once a withdrawal has been submitted, the student can be readmitted to class only through one of the appeals channels listed above. Once the student has submitted a written appeal, the student will be allowed to monitor the course until a decision is made by the Vice President for Student Development or the student Appeals Committee.

PROFICIENCY TESTS

Proficiency tests provide a means for earning credit toward graduation. The student may, by written application to his/her advisor, request to be tested in courses approved for proficiency in which he/she exhibits evidence of proficiency. Proficiency Test Request forms may be obtained from the Student Development Department. A faculty member will be designated to interview the student to determine if he/she possesses sufficient knowledge to proceed with testing. If the student exhibits such proficiency, he/she will be approved by the Vice President for Instruction and the testing will proceed.

If the student successfully completes the proficiency test, it is his/her responsibility to register for the course at the next registration period and pay the appropriate tuition and fees. This is the only means by which the student's transcript can be marked to show earned credit for such a course. No more than 15 quarter credit hours can be earned through proficiency tests. A proficiency test may only be taken once.

WITHDRAWAL

A student may withdraw from a course or from RCC anytime during the quarter (excluding exam days). In order to properly withdraw from a course, the student must:

1. Discuss withdrawal with the instructor involved and with a counselor.
2. Obtain a Withdrawal Form from a counselor.
3. Have Withdrawal Form signed by the class instructor and advisor.
4. Turn Withdrawal Form in to the Student Development office.

Failure to follow withdrawal procedure will result in a grade of "W" (Withdrawal) in the courses from which the student is withdrawn.

MID-TERM PROGRESS REPORTS

Mid-term progress reports are sent to students whose grade(s) at mid-quarter is 70 or below.

GRADE POLICY

Final grades are given at the end of each quarter, based on the following system:

GRADE	GRADE MEANING	GRADE NUMBER	GRADE POINTS
A	Excellent	93-100	4
B	Above Average	85-92	3

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GRADE	GRADE MEANING	GRADE NUMBER	GRADE POINTS
C	Average	78-84	2
D	Passing	70-77	
F	Failure	Below 70	0
I	Incomplete		N/A
W	Withdrew		N/A
X	Passed by proficiency		N/A
AU	Audit		N/A

A grade of "I" is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his control, completed all the work in the course. The "I" must be removed by making up the work during the first six weeks of the next quarter. Failure to do so will result in the "I" grade being changed to a grade of "F".

Students in developmental courses and advancement mathematics courses who receive "I" grades for incomplete work are given the entire subsequent quarter to complete the necessary work to remove the "I" grade. The student, however, must enroll in the same course the next quarter and satisfactorily complete the necessary course work.

Upon completion of the subsequent course work, the "I" grade will be changed to "S" or "U" subject to the student receiving a passing or failing grade. Grades of "S" or "U" carry no grade point value and are not used in computing the grade point average. "S" and "U" grades are also used in classes with separate labs such as nursing classes. In addition, "S" and "U" grades are used in the Cooperative Education classes. While the grades carry no grade points, the hours are counted towards completion of graduation credits.

S	Satisfactory	N/A (grade points)
U	Unsatisfactory	N/A (grade points)

A student who voluntarily withdraws from a course or from school anytime during the quarter, or who is involuntarily withdrawn from a course or school for excessive absences or disciplinary action will receive a grade of "W". A course for which a "W" grade is given will not count as an attempted course.

When a course is repeated, both grades will remain on the student's permanent record. However, only the higher grade will be counted in determining the hours earned and the grade point average.

Grade Point Average

The grade point average (GPA) is a way to give objective value to grades on courses that have different hours.

How to Figure GPA

Step 1.

List your courses and grades for the quarter.

Course	Grade
EGR 100	A
ENG 101	B
DFT 101	C
MAT 101	D

Step 2.

List quarter credit hours for each course; then total them.

Quarter Credit Hours	
	5
	3
	2
	<u>5</u>
Total	15

Step 3.

List grade points earned by grade in each course (A-4, B-3, C-2, D-1).

Grade Points	
	4
	3
	2
	1

Step 4.

Multiply credit hours in each course by quality point earned by each grade. Add these results.

Total Grade Points	
	$5 \times 4 = 20$
	$3 \times 3 = 9$
	$2 \times 2 = 4$
	$5 \times 1 = \underline{5}$
Total	38

Step 5.

Divide total grade points by total number of credit hours to get your GRADE POINT AVERAGE.

$$38 \div 15 \text{ hours} = 2.53 \text{ GPA}$$

REPEAT COURSE POLICY

Students who receive a grade of "C" or better on a curriculum course may elect to repeat the course once. (Where State and/or Federal Regulations are contrary to this policy; these Regulations will apply.) Students desiring to repeat a course for a third time must obtain written permission from both the Vice President for Student Development and the Vice President for Instruction.

INDEPENDENT STUDY POLICY

Though the practice is not encouraged at this level, a curriculum student may take a curriculum course by Independent Study provided the student:

1. Has an overall GPA of 3.25 or better.
2. Has completed at least one half of the course requirements in their major.
3. Has the approval of their major advisor and the Vice President for Instruction.
4. Has the agreement of an appropriate faculty member to oversee the Independent Study.
5. Completes all assignments given by the overseeing faculty member.
6. Is prepared to spend equivalent contact hours in the Guided Studies Center.
7. Properly registers for the course being attempted through Independent Study.

ACADEMIC RESTRICTION, SUSPENSION, DISMISSAL AND READMISSION POLICY

To be considered making Satisfactory Academic Progress, a student must maintain a minimum grade point average in relation to the number of credit hours attempted as follows:

Associate Degree		Vocational Diploma	
Credit Hours Attempted	GPA	Credit Hours Attempted	GPA
0-18	1.20	0-18	1.20
19-37	1.40	19-36	1.50
38-57	1.55	37-57	1.80
58-76	1.70	58 or more	2.00
77-95	1.85		
96 or more	2.00		

Students failing to meet the performance standards as set forth above shall be placed on academic probation for the next quarter in which he/she is enrolled. Failure to meet the required standards at the end of the probation period will result in the student being required to take a reduced load the next quarter the student is enrolled. This will be considered academic restriction.

Effective date: Fall Quarter, 1993

If the student's grade point average does not meet the required standards at the end of the quarter in which the student is on Academic Restriction, he/she will be subject to a one-quarter dismissal. If the student feels there are extenuating circumstances that should prevent the suspension, he/she must submit a written appeal to the Vice-President for Student Development, who will convene the Appeals Committee to hear the case. The decision of the Appeals Committee shall be final.

A student, upon request for readmission after the one-quarter dismissal, shall be readmitted but will continue to be on probation until his/her GPA falls within the minimum GPA in relation to the credit hours attempted listed above.

Note: This policy applies to all curriculum programs except Associate Degree Nursing and Practical Nursing Education which are governed by the PN and ADN Progression Policy as outlined on page 37 of the current RCC Catalog.

ACADEMIC ACHIEVEMENT

Academic achievement at RCC is recognized by the quarterly publication of the President's and Dean's Lists and by special recognition of academic honors at graduation.

President's and Dean's Lists

The President's and Dean's Lists, published in two parts at the end of each quarter, includes the names of students who attain a minimum grade point average of 3.25 and earn no letter grade lower than a "B" while carrying 12 or more quarter hours in a degree or diploma program. Also appearing as an addendum to this list are those students carrying at least 6 but less than 12 credit hours in a degree or diploma program who attain a minimum grade point average of 3.25 and earn no letter grade less than a "B". The President's List identifies those students who earn an "A" in all courses. A news release is also forwarded to the hometown newspaper of those students named to the President's and Dean's Lists.

Graduation with Honors

A graduating student who has earned a quality point average of 3.25 with no letter grade of less than a "C" will be graduated with honors. A student having a grade point average of 3.75 with no grade less than a "B" will be graduated with high honors.

ADVANCED CREDIT FOR HIGH SCHOOL STUDENTS

Richmond Community College has entered into an Articulation Agreement with certain local school systems to provide advanced placement for selected high school vocational courses. High school graduates who successfully complete one or more of the selected courses and present evidence of mastery of skills in the course(s) will be granted credit at Richmond Community College for the comparable course in a degree or diploma program. Students deserving more information should contact the Director of Admissions or Vice President for Student Development.

Students who complete college level work in secondary school through the Advanced Placement Program of the College Entrance Examination Board may apply for credit at Richmond Community College by having the College Board forward scores to the registrar for evaluation. Academic credit will be considered for a score of 3, 4, or 5.

EXAM	HOURS GRANTED	COURSE(S)
Mathematics		
Calculus AB	15	Mat 111, 112, 113
English	10	English 105, 106

TRANSFERRING TO ANOTHER CURRICULUM

Transfer to another curriculum within the institution is accomplished by completing a "Request for Change in Curriculum Program" form. When a student changes curriculum within the institution, all grades will transfer grade for grade if subject, content, and course length are comparable. A student who wishes to change curriculum should see a counselor.

TRANSFERRING TO ANOTHER SCHOOL

Students wishing to transfer from RCC to another school should refer to that school's catalog for transfer information. If a transcript of course work completed at RCC is required by the other institution, it will be provided when the student submits a "Transcript Request Form" or a written approval for release of the transcript. All accounts with RCC must be settled before a transcript will be furnished to another institution. (A 24-hour notice is required for transcript requests.)

The Associate in Arts or Science is a transfer intensive program. The Associate in Applied Science Degree from Richmond Community College is acceptable for junior status in many of the public universities in North Carolina. In addition, a number of private institutions will accept this degree. In both the public and private sector, the college has many individual institutional and program arrangements for transfer of credits. In some cases these arrangements are on a course by course basis or for a

particular program. As examples, Appalachian State University will accept a number of different associate in Applied Science degrees for the Bachelor of Technology degree program; Pembroke State accepts the Applied Science degree program in Business and Criminal Justice; UNC-Charlotte will accept Electronics Engineering Technology, Mechanical Engineering Technology, and Criminal Justice; and Western Carolina University has a number of agreements with RCC encompassing the ADN and other associate in Applied Science degree programs. These agreements will continue to be expanded to provide the option of advanced study to RCC students. RCC received community college status in July 1987 and offers the Associate in Science and Associate in Arts curricula. Qualified graduates of these curricula will be eligible to transfer to any of the 16 members of the North Carolina University System and most private colleges.

REQUIREMENTS FOR GRADUATION

Those students not continuously enrolled are required to meet the graduation requirements of the catalog that is current at the time of re-enrollment. (Another option available to students not continuously enrolled is that they may graduate under the most previous catalog. If the student chooses this option, he/she must discuss his/her intentions with the Registrar and submit his/her intentions to the Registrar in writing at the time of his/her re-enrollment, however the College is not obligated to offer courses not listed in the current catalog.)

Students entering in quarters other than fall, failing to take a full load, failing to take all courses as listed on the schedule and in the catalog, or taking required developmental courses may take longer to complete requirements for graduation than outlined in the catalog.

STUDENT RIGHT TO KNOW POLICY

Copies of graduation rates required under the "Student Right to Know" legislation of Title IV Financial Aid are available in the Student Development Department and the Learning Resources Center upon request.

Notes



Student Life

At Richmond Community College each student is a person, not a number. Counselors are always available to help with problems or to share an experience. Faculty and students work as a team on projects, share coffee breaks, and learn to know and understand one another.

All students enrolled in curriculum off-campus courses are afforded comprehensive Student Development Services. Students are also afforded these services on an as needed basis. Off-campus classes are classes taught at locations not owned by the college. The James Nursing Building, the Scotland, and Richmond Centers are considered on-campus locations. These services consist of registration, advising, and placement. Students enrolled in off-campus programs may use the on-campus services at any time.

Classes at RCC are usually small. Students are encouraged to ask questions and to participate rather than just sit and listen to a lecture. If the student encounters academic difficulties, tutors are usually available to assist. Because many RCC students work in addition to attending school, a major effort is made to schedule classes during hours convenient to the student.

Student opinion is sought and respected. Richmond Community College is one of the few colleges where the students themselves decide how most of the student activity funds are utilized. Students also serve on college committees, and the SGA President is a non-voting member of the college's Board of Trustees.

GUIDANCE AND COUNSELING

Guidance and counseling by qualified personnel are part of the services offered to all students from the time they pre-register through graduation and job placement. Each full-time student is assigned a faculty advisor who assists the student with specific course planning and registration. Other counseling is offered through the Student Development department. A student is welcome at any counselor's office when a problem arises.

JOB PLACEMENT

Job placement activities are conducted by the Job Placement Counselor. Information concerning graduates is mailed to potential employers and job interviews are set

up for interested employers and students. On the basis of an interview, student records, and recommendations furnished by RCC, the employer may offer employment to the student interviewed.

GRADUATION PROCEDURES

Graduation exercises to award degrees and diplomas are held at the end of the spring quarter and the summer quarter each year. Dates for graduation exercises are listed in the Academic Calendar. During the last quarter at Richmond Community College, each graduating student is required to file an application for the degree or diploma. The application form is available in the Student Development department.

CERTIFICATE PROGRAMS

Students completing requirements for certificate programs must complete an Application for a Certificate Form and return it to the Registrar's Office. Certificates will be mailed to the student at the end of the quarter that requirements are completed.

SERVICES FOR DISABLED STUDENTS

Richmond Community College offers a wide variety of services to assist disabled students in order to help minimize any barriers which could interfere with learning. Some of the services provided are: financial aid information including assistance in completing forms; classroom modification when needed; tutoring; individual advising and counseling; parking; and referrals to other agencies when necessary. Handicapped parking stickers may be obtained if there is a need for such. Any student who has a handicap should report to the Director of Counseling.

Richmond Community College recognizes a "qualified handicapped person" as one who meets the federal definition of handicapped. A handicapped person is defined as "any person who (1) has a physical or mental impairment which substantially limits one or more major life functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; or (2) has a history of having been classified as having a mental or physical impairment that substantially limits one or more major life activities;" or (3) one who is regarded as having such an impairment.

Students with impairments or special needs are requested to contact Student Development at least one (1) month prior to the beginning of the quarter in which the student enrolls in order to arrange for appropriate accommodations for the student.

STUDENT CONDUCT

Richmond Community College reserves the right, in the interest of all its students, to decline admission, reprimand, place on probation, suspend, expel, or require the withdrawal of a student for just cause when it is deemed to be in the best interest of the College. Procedural due process will be adhered to in all cases. Students are expected to conduct themselves in accordance with generally accepted standards of conduct and to fulfill the responsibilities of their particular roles within the college community.

College students have a legal and moral right to know the specific areas of prohibited conduct and to be judged as to charges of commission of such conduct by a fair and impartial tribunal.

Set forth below are school regulations prohibiting certain types of student conduct that constitute offenses against the college community:

1. Taking, or acquiring possession of any academic material (test information, research papers, notes, books, periodicals, etc.) from a member of the college faculty, staff, or student body without permission or any comparable violation of academic security.
2. Stealing property, knowingly possessing, receiving or selling stolen property on campus or at any off-campus College sponsored function.
3. Behaving in an abusive, obscene, violent, excessively noisy or drunken manner on school property or at a College sponsored function or activity.
4. Damaging or destroying College property or property belonging to a member of the college community.
5. Intentionally causing or attempting to cause physical injury to an employee, a student, or guest. Behaving in such a manner that could reasonably be interpreted as possibly leading to the physical injury of a College employee, student, or guest.
6. Deliberately and knowingly passing a worthless check or money order in payment of any financial obligation to the College.
7. Violation of College regulations regarding the operation and parking of motor vehicles.
8. Misusing student status or right to use College property to commit, or induce another student to commit a serious violation of local, state, federal laws, or any College regulation.
9. Engaging in any conduct that causes any material disruption of any lawful function or activity of the College, engaging in such conduct which disruption is reasonably certain to result or urging others to engage in conduct where disruption occurs or is reasonably certain to occur.
10. Illegally entering into any office or building on College property or property used by the College.
11. Bringing or using firearms, fireworks, explosives, incendiaries and all other types of weapons on College property or at any College function, except on-duty law enforcement personnel or upon prior approval of the President of the College.
12. Repeatedly failing to comply with the lawful directions of instructors, administrators, or any other authorized personnel during any period of time when he/she is properly under the authority of College personnel.
13. Hazing or harassing any student, staff member, or guest of the college.
14. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage, or intoxicant of any kind on College property or at any College sponsored function at any time. Using legally prescribed drugs is not a violation.
15. Violation of probation requirements.

If the student is found guilty of violation of any of the above regulations, the Discipline Committee may impose any one or combination of the following penalties: (Ex: 1 qtr. suspension, 1 yr. probation)

1. Expulsion — (Not being allowed to return to RCC)
2. Suspension — (Not being allowed to return to RCC for a specified amount of time)
 - a. Quarter
 - b. Year

3. Probation — (Behavior while at RCC under close supervision of Vice President for Student Development for a specified amount of time; student will be allowed to stay in College as long as behavior is observed)
 - a. Quarter
 - b. Academic Year
4. Reprimand — (A severe or formal reproof)

PROCEDURES FOR CHARGES, HEARINGS, AND APPEALS

Any student or College employee may initiate disciplinary action against any student observed violating regulations of the College on campus or at any officially sponsored College function away from the campus. Such charges must be submitted in writing to the Vice President for Student Development.

Upon receipt of the charges, the Vice President for Student Development will be responsible for investigating and determining whether there is probable cause that a regulation of the College has been violated.

The Vice President for Student Development shall notify the student in writing, of the charges against him and shall schedule a hearing before the Discipline Committee. The Notice shall contain the following:

1. the regulation alleged to have been violated by the student.
2. the witnesses for the College and the facts to which each witness will testify.
3. the penalties which might be imposed.
4. the time, place, and date of the hearing.
5. that the student may present evidence and witnesses in his defense.
6. that the student may be represented by counsel at his expense.
7. that the student may make a record of the hearing.

The Vice President for Student Development shall hand deliver or mail the notice to the student at his most recent address on file at the College.

The Vice President for Student Development may suspend a student prior to the full hearing upon a determination from the fact that the student's continued presence on the campus constitutes a danger to the normal functions of the institution, to property, to the student himself, or to others.

The student shall be provided a preliminary hearing unless it can be shown that it is impossible or unreasonably difficult to provide it.

The Vice President for Student Development shall notify the student, in writing, of the reasons for the interim suspension. This notice shall also inform the student of (1) the date, time, and place of the preliminary hearing, and (2) that the student may show why his continued presence on the campus does not constitute a danger to the normal functions of the institution, to property, to the student himself, or to others.

The Discipline Committee may convene to hear the case no earlier than the third full business day after the student has received written notification of the charges against him/her.

If a student does not meet with the Discipline Committee, when scheduled to do so, he/she will be dropped from Richmond Community College and will not be allowed to re-enroll until charges are heard and a decision reached by the Discipline Committee.

The Discipline Committee shall render a decision based solely on the facts presented at the hearing.

If the student is found guilty of a violation of a student regulation, he/she may appeal the decision in writing to the President of the College. After the appeal is filed, the student, accompanied by counsel if he/she so desires, will meet the College President. This appeal must be filed within seven days of the date of the decision of the Discipline Committee. The student will be permitted to speak in his/her behalf.

If the President upholds the findings of the Discipline Committee, the student may appeal in writing to the Board of Trustees. After the appeal is filed, the student, accompanied by counsel if he/she so desires, will meet with the Board of Trustees. At this meeting the student will be allowed to speak in his/her behalf. The decision of the Board of Trustees will be final.

If the student appeals a penalty of suspension or expulsion, the student may request the right to continue class attendance until a final disposition is made of his/her case. This request must be in writing to the College President. The President may approve or deny this request at his/her discretion.

STUDENT RECORDS

The Registrar is in charge of all student records. Because these records are of utmost importance, they are kept in locked, fireproof files in a locked storeroom. Student records are available to instructors or advisors only through authorization by the Registrar. Under no circumstances are student records removed from the Student Development office without prior approval of the Registrar. No student is allowed access to the records room. A student may view his record only when in conference with his/her instructor, an advisor, or an authorized administrative officer. A student may view his/her record by submitting a written request to the Vice President for Student Development.

Access to Student Records

The "Family and Education Rights and Privacy Act of 1974" (P.L. 93-380, S513) signed by the President of the United States became law as of November 9, 1974. Included in this law are new requirements related to the privacy of student files and records.

The law specifically states that no institution of higher education shall prevent its students from inspecting and reviewing "any and all official records, files, and data including all material that is incorporated into each student's cumulative folder."

Although that act specifically refers to the access rights of parents, it provides that "whenever a student has attained eighteen years of age or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student."

The only individuals or agencies authorized to see a student's record, other than the student himself, without the student's written consent, are school officials with "legitimate" educational interests, officials of other schools in which the student "intends to enroll," and certain government representatives.

A copy of the law and the complete policy is on file in the Registrar's office. Any student desiring to review his/her file will fill out a form in the Student Development office and an appointment will be made with one of the counselors, the Registrar, or the Vice President for Student Development to review the file within 45 days of the signing of the request form.

Records will be released to parents and outside agencies only with the written release of the student.

In keeping with federal regulations on student information, Richmond Community College has designated the following as "Directory Information":

1. Dean's list
2. Graduation list.
3. Sports activities.
4. Recognized student activities.
5. Other student honors or awards.
6. Special achievement.
7. Photographs of students involved in RCC activities.

This "Directory Information" will be routinely released to the news media and/or utilized for Richmond Community College publications.

Any student, who does not wish any or all of this information to be released, must give written notification to the Vice President for Student Development on or before the "last day for tuition refund" as listed in the Academic Calendar of the quarter in which he/she is enrolled.

STUDENT HEALTH

Any faculty or professional staff member may recommend a student be referred for professional evaluation of physical and/or mental health. Physical health is defined as being free of communicable disease, being able to perform motor skills required in the curriculum the student has chosen, and having no limitations to participate fully in all required learning activities without directly or indirectly endangering the safety of self and/or others. Mental health is defined as being able to function in all learning environments using appropriate defense mechanisms to deal with stressful situations without directly or indirectly endangering the safety of self and/or others.

The recommendation of the faculty or professional staff member should be made to the Vice President for Student Development. The recommendation must be accompanied by documentation to show that the behavior may adversely affect the student's continuation in a program of study or may preclude employment upon completion of the program of study.

If the Vice President for Student Development, in consultation with an instructor and/or department chairman of the curriculum in which the student is enrolled, finds that such evaluation is warranted, the student will be required to seek evaluation and treatment as recommended or be subject to dismissal from school. The Vice President for Student Development, in consultation with an instructor and/or department chairman of the curriculum in which the student is enrolled, will decide if the student may continue to participate in class and other learning experiences during evaluation and treatment.

Upon recommendation of the medical and/or mental health professional in charge of the student's case, the Vice President for Student Development in consultation with an instructor and/or department chairman of the curriculum in which the student is enrolled, may readmit or decline readmission. If the student disagrees with the recommendation of the Vice President for Student Development, he/she may appeal to the President of the institution. If the student disagrees with the recommendation of the President, he/she may appeal to the Board of Trustees whose action will be final.

COMMUNICABLE DISEASES

RCC has established a Student Health Committee to provide educational information concerning issues related to student health and communicable diseases (C.D.).

1. Educational programs about health and C.D. will be available to all RCC students and employees.
2. No person with a communicable disease will be denied admission to Richmond Community College on that factor alone. The college will analyze and respond to each case as required by its own particular facts. Persons with C.D. who represent no threat for C.D. transmission in the classroom, lab, or clinic should be provided an education in the usual manner.
3. Students will be encouraged to inform the Vice President for Student Development and appropriate Department Chairman, if they have a C.D. and/or positive C.D. test. Strict confidentiality will be maintained on any information and will only be used by the college to provide education and protection of other students, faculty, and staff.
4. When there is concern for the health of others, the Health Policy shall be invoked.

COMPUTER SOFTWARE POLICY

All Richmond Community College students are subject to the College's Computer Software Policy. The policy is as follows:

1. Only software authorized by the college may be used on college computers.
2. RCC will purchase software that has campus-wide licensing authority whenever possible. The Systems Administrator will monitor software purchases closely.
3. RCC computers are college property, and all information in the disks' memories is college property.
4. RCC is held responsible for any unauthorized software, regardless of whom places it on the drive.
5. All RCC students and staff shall honor this policy and the copyright law, and violations may be handled under the appropriate disciplinary policies. (Students are subject to Regulation 8 of the Student conduct Code.)

SEXUAL HARASSMENT POLICY

It is the policy of the Board of Trustees of Richmond Community College that no employee or student may engage in conduct that falls under the definition of sexual harassment. No personnel, admissions, or academic standing decisions shall be made on the basis of a granting or a denial of sexual favors. All employees and students are guaranteed the right to work and study in an environment free from sexual harassment. Sexual harassment shall hereforth be deemed a form of sex discrimination prohibited by North Carolina General Statutes 126-16.

Any student desiring a copy of this policy should contact the Vice President for Student Development.

CAMPUS SECURITY POLICY

The Campus Security Act requires colleges to record and report certain crimes. The Richmond Community College Campus Security Committee is responsible for developing a campus security policy; reviewing the policy regularly; and up-dating the policy as needed. Administrative, Professional, Instructional, Para-Professional, Clerical, and Maintenance personnel constitute the committee. The President will appoint the Campus Security Committee and will designate the Chairman.

Definition of Crimes which must be reported:

1. Murder: The willful (non-negligent) killing of one human being by another.
2. Rape: The carnal knowledge of a person forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or an attempt to commit rape by force or threat of force.
3. Robbery: The taking, or attempting to take, of anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
4. Aggravated Assault: An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness — note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.
5. Burglary (breaking or entering): The unlawful entry into a building or other structure with the intent to commit a felony or a theft — note: that forced entry is not a required element of the offense, so long as the entry is unlawful (constituting a trespass). It may be accomplished via an unlocked door or window — included are successful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

The college must also report the number of arrests for the following crimes that occur on campus: liquor law violations, drug abuse violations, and weapons possessions. An arrest has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention. The annual security report shall be filed and posted each August by the Executive Vice President for Administration.

Definitions of crimes for which arrests must be reported :

1. Liquor law violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of driving under the influence or drunkenness).
2. Drug abuse violation: violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
3. Weapons possessions: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Forms for reporting any of these crimes are available in administrative offices.

STUDENT ACTIVITIES

Student activities offer every student an opportunity to make new friends and to help the academic community at large. All student activities are assisted and supported by the Student Government Association (SGA).

A number of clubs have been organized, and faculty and staff serve as advisors. No student will be excluded from membership in an organization because of race, creed, religion, sex, age, color, handicap, or national origin. Dances and other special activities such as "Ice Cream Busts" and "Field Days" are sponsored periodically by the SGA for the enjoyment of all RCC students. Students interested in forming new organizations should consult the SGA President for assistance.

Student Government Association

The SGA was organized and chartered in 1967 and is responsible for governing students, assisting in the execution of institutional policies, and maintaining an appropriate image of RCC in the community. Every student who pays the activity fee is a member of the SGA, which controls and allocates most of the student activity funds, under the guidance of the SGA advisor. The SGA officers are elected each May by the student body and serve during the next academic year. The SGA president is an ex-officio (non-voting) member of the RCC Board of Trustees. The SGA Legislative Council is composed of two representatives from each curriculum. These representatives must be elected by September 30.

Student Organizations

The Afro-American Club was organized in 1973. The purposes of the club are to improve race relations and to create greater awareness of Afro-American heritage. Membership is open to all RCC students.

The Criminal Justice Club is designed for students in the Criminal Justice curriculum who are interested in professionalism in related careers.

The Human Services Club is open to students enrolled in the Human Services curriculum.

The LPN Club is open to students enrolled in the Practical Nursing curriculum.

The Native American Club was organized in the fall of 1986. The purposes of the club are to create a greater awareness of Indian culture, emphasize their heritage and stress the need and importance of education. Membership is open to all RCC students.

The Student Nurses Association is open to students enrolled in the Associate Degree Nursing curriculum.

The Gamma Beta Phi is open to all students who meet the academic requirements of the honor society.

CAMPUS DRIVING AND PARKING

Automobiles shall be operated in a responsible manner. Violations of safe driving practices will be dealt with promptly. Regulations for parking on campus are:

1. Cars must be parked in a marked space in the parking lot.
2. Parking beside the curb and/or sidewalk is prohibited at all times.
3. Parking in a space reserved for handicapped students is prohibited at all times.

Handicapped students may obtain special parking stickers from the Student Development department. Unauthorized vehicles parked in handicapped parking spaces will be towed away at owner's expense. Parking stickers, issued at registration, are required on all student vehicles.

TELEPHONE CALLS

Only emergency telephone messages will be given to students during classes. Non-emergency messages will be posted on the Student Development bulletin board. Two pay telephones are available for student use. Official telephones of the college shall not be used by students for outgoing calls.

SMOKING

Smoking is permitted only in the student center and outside the buildings. Students are asked to observe smoking regulations as a courtesy and as a safety precaution and to help keep the campus clean by using ashtrays and containers provided.

FOOD/BEVERAGES

Food and beverages are permitted only in the student center and outside buildings. Students are expected to help keep the campus clean by using trash containers.

Notes



Curriculum Programs

Richmond Community College offers curriculum programs leading to an associate degree, a diploma, or a certificate. Certificates may be awarded through certain curricula upon the satisfactory completion of prescribed courses selected and identified by the College. For more information, see your academic advisor.

The Guided Studies Center, tutorial services, and the developmental studies courses are available for students who need to enhance or review basic skills prior to entering a curriculum. New programs and courses are added in response to student and community needs. Course outlines for all courses are available for review in the Learning Resource center. This general catalog represents the most accurate information available concerning the Richmond Community College at the time of its publication. However, the college reserves the right to delete or change programs and courses as may be required.

Most curricula are offered during the morning and early afternoon, although some are available both day and evening. A few curricula are available evenings only.

The curriculum programs are designed so that all students who complete requirements for a degree or diploma will meet required competencies in reading, writing, oral communication and general math skills.

The curriculum programs are designed so that all students who complete requirements for a degree or diploma will meet required competencies in reading, writing, oral communication, and general math skills.

The curricular programs are arranged in alphabetical order and described in detail on the following pages. Individual course descriptions begin on page 95.

COURSES OF STUDY

Vocational Curricula:

Vocational programs are usually four quarters in length and emphasize specific skills in the particular vocation plus some knowledge of mathematics, the sciences, and communication skills.

Electrical Installation

Industrial Electronics

Industrial Maintenance Mechanics

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Industrial Production Operations
Machinist
Practical Nursing

Technical Curricula:

Technical curricula are highly specialized occupational programs of six to eight quarters in length. These programs emphasize theory more than vocational programs.

Accounting
Administrative Office Technology
Associate Degree Nursing
Business Administration
Criminal Justice — Protective Service Technology
Electronics Engineering Technology
General Occupational Technology
General Technology Curriculum Core
Human Services Technology
Mechanical Engineering Technology
Microcomputer Systems Technology

College Transfer Curricula:

College transfer curricula are six quarters in length and prepare graduates to pursue baccalaureate degrees at senior institutions.

Associate in Arts
Associate in Science

Notes



Associate Degree Curricula

(College Transfer)

Richmond Community College offers two associate degree programs: the Associate in Arts (A.A.) and Associate in Science (A.S.) degrees. The Associate degree programs are designed to offer students the freshman and sophomore years of college education in preparation for completion of a baccalaureate degree at a four-year college or university.

The Associate in Arts program is for students desiring a liberal arts degree and/or pre-professional training in areas other than fine arts and science.

The Associate in Science program is for students desiring a Bachelor of Science degree from a senior institution.

A student entering either of the associate degree programs is strongly encouraged to contact the four-year college of choice about specific requirements and transfer credits, as the student is ultimately responsible for meeting these requirements. However, academic advisors from the college transfer program and the student development office assist students in logical course selection to facilitate ease of transfer.

The quarterly course offerings are selected to allow reasonable completion of the college transfer program in six quarters for day session students and eight quarters for evening session students.

Certain general education requirements must be met by all students completing one of the associate degree programs. As outlined below, these courses include samplings from English, mathematics, natural science, social science, humanities, fine arts, and physical education. The student in an associate degree program is also expected to complete a specified number of elective credit hours from a broad sampling of these areas.

GENERAL EDUCATION REQUIREMENTS

	Associate in Arts (10 hours)	Associate in Science (10 hours)
English		
ENG 105 Composition I		
and		
ENG 106 Composition II		

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	Associate in Arts (5-10 hours)	Associate in Science (20 hours)
Mathematics		
A.A.		
MAT 107 College Algebra and/or		
MAT 108 College Trigonometry		
A.S.		
MAT 111 Pre-Calculus I		
MAT 112 Pre-Calculus II		
MAT 113 Pre-Calculus III		
MAT 205 Calculus I		
MAT 206 Calculus II		
MAT 207 Calculus III		
Natural Science	(12 hours)	(24 hours)
BIO 111 General Biology I and		
BIO 112 General Biology II and/or		
PHY 111 Physics I,		
PHY 112 Physics II and		
PHY 113 Physics III		
Social Sciences	(15 hours)	(10 hours)
Select three (3) of the following:		
HIS 101 Early European Civilization		
HIS 102 Modern European Civilization		
HIS 201 American Civilization to 1877		
HIS 202 American Civilization from 1877		
Humanities	(10 hours)	(10 hours)
Select two (2) of the following:		
ENG 107 Introduction to Literature		
ENG 222 American Literature before 1865		
ENG 223 American Literature after 1865		
PHI 100 Philosophy		
REL 130 Comparative Religion		
SPH 111 Fundamentals of Speech		
Fine Arts	(5 hours)	(0 hours)
Select one (1) of the following:		
ART 205 History and Appreciation of Art		
ENG 250 Introduction to Theatre		
MUS 230 Music Appreciation		
Physical Education	(3 hours)	(3 hours)
PED 101 Physical Conditioning and two (2) of the following:		
PED 102 Physical Education: Life Sports		
PED 103 Physical Education: Team Sports		
PED 104 Physical Education: Recreation		
General education total	61-65	77

In addition, students must complete 31-35 credit hours of elective credits in the Associate in Arts program or 21 credit hours of elective credit in the Associate in

ASSOCIATE DEGREE CURRICULA / 65

Science program. Students should be especially careful to seek transfer information concerning the elective courses.

Any of the above offerings not selected to meet general education requirements can be taken for elective credit.

College Transfer Electives

BIO 101	Human Anatomy and Physiology I	4+
BIO 102	Human Anatomy and Physiology II	4+
BIO 103	Human Anatomy and Physiology III	4+
BUS 209	Introduction to Business	5
ECO 201	Macroeconomics	5
ECO 202	Microeconomics	5
CSC 111	Introduction to Computer Science	5
GEO 101	World Geography	5
HIS 205	African-American History	5
HIS 206	North Carolina History	5
HIS 250-252	Special Topics in History	5
MAT 214	Statistics	5
POL 101	American National Government	5
PSY 101	Introductory Psychology	5
SOC 101	Principles of Modern Sociology	5

+Students must seek the approval of the Registrar before enrolling in the anatomy classes.

Associate in Arts Curriculum Check List

ENGLISH	(10 HOURS)		HOURS	
	QTR.	GRADE	QTR	SEM
ENG 105	_____	_____	5	= 3.3
ENG 106	_____	_____	5	= 3.3

MATHEMATICS	(5 HOURS)			
MAT 106	_____	_____	0	= 0
MAT 107	_____	_____	5	= 3.3

NATURAL SCIENCES	(12 HOURS)			
BIO 111	_____	_____	6	= 4
BIO 112	_____	_____	6	= 4
OR				
PHY 111	_____	_____	4	= 2.67
PHY 112	_____	_____	4	= 2.67
PHY 113	_____	_____	4	= 2.67

HUMANITIES	(10 HOURS)			
ENG 107	_____	_____	5	= 3.3
ENG 222	_____	_____	5	= 3.3
ENG 223	_____	_____	5	= 3.3
PHI 100	_____	_____	5	= 3.3
REL 130	_____	_____	5	= 3.3
SPA 101	_____	_____	5	= 3.3
SPA 102	_____	_____	5	= 3.3
SPH 111	_____	_____	5	= 3.3

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FINE ARTS		(5 HOURS)	
ART 205	_____	_____	5 = 3.3
MUS 230	_____	_____	5 = 3.3
ENG 250	_____	_____	5 = 3.3

SOCIAL SCIENCES		(15 HOURS)	
HIS 101	_____	_____	5 = 3.3
HIS 102	_____	_____	5 = 3.3
HIS 201	_____	_____	5 = 3.3
HIS 202	_____	_____	5 = 3.3

PHYSICAL EDUCATION		(3 HOURS)	
PED 101	_____	_____	1 = .67
PED 102	_____	_____	1 = .67
PED 103	_____	_____	1 = .67
PED 104	_____	_____	1 = .67

OTHER ELECTIVES (31-35 HOURS) Student should check with transfer institution for elective transfer clarification.

BIO 101#	_____	_____	4	HIS 205	_____	_____	5
HIS 206	_____	_____	5	ECO 201	_____	_____	5
HIS 250-2	_____	_____	5	CSC 111	_____	_____	5
BIO 102#	_____	_____	4	GEO 101	_____	_____	5
BIO 103#	_____	_____	4	PSY 101	_____	_____	5
BUS 209	_____	_____	5	MAT 108	_____	_____	5
MAT 214	_____	_____	5	POL 101	_____	_____	5

Associate in Science Curriculum Check List

ENGLISH		(10 HOURS)	HOURS	
	QTR.	GRADE	QTR	SEM
ENG 105	_____	_____	5	= 3.3
ENG 106	_____	_____	5	= 3.3

MATHEMATICS		(20 HOURS)	
MAT 111*	_____	_____	5 = 3.3
MAT 112*	_____	_____	5 = 3.3
MAT 113*	_____	_____	5 = 3.3
MAT 205	_____	_____	5 = 3.3
MAT 206	_____	_____	5 = 3.3
MAT 207	_____	_____	5 = 3.3

NATURAL SCIENCES		(24 HOURS)	
BIO 111	_____	_____	6 = 4
BIO 112	_____	_____	6 = 4
AND			
PHY 111	_____	_____	4 = 2.67
PHY 112	_____	_____	4 = 2.67
PHY 113	_____	_____	4 = 2.67

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HUMANITIES

(10 HOURS)

ENG 107	_____	_____	5 = 3.3
ENG 222	_____	_____	5 = 3.3
ENG 223	_____	_____	5 = 3.3
PHI 100	_____	_____	5 = 3.3
REL 130	_____	_____	5 = 3.3
SPA 101	_____	_____	5 = 3.3
SPA 102	_____	_____	5 = 3.3
SPH 111	_____	_____	5 = 3.3

FINE ARTS

(5 HOURS)

ART 205	_____	_____	5 = 3.3
MUS 230	_____	_____	5 = 3.3
ENG 250	_____	_____	5 = 3.3

SOCIAL SCIENCES

(10 HOURS)

HIS 101	_____	_____	5 = 3.3
HIS 102	_____	_____	5 = 3.3
HIS 201	_____	_____	5 = 3.3
HIS 202	_____	_____	5 = 3.3

PHYSICAL EDUCATION

(3 HOURS)

PED 101	_____	_____	1 = .67
PED 102	_____	_____	1 = .67
PED 103	_____	_____	1 = .67
PED 104	_____	_____	1 = .67

OTHER ELECTIVES (21 HOURS) Student should check with transfer institution for elective transfer clarification.

BIO 101#	_____	_____	4
BIO 102#	_____	_____	4
BIO 103#	_____	_____	4
BUS 209	_____	_____	5
ECO 201	_____	_____	5
CSC 111	_____	_____	5
GEO 101	_____	_____	5
HIS 205	_____	_____	5
HIS 206	_____	_____	5
HIS 250	_____	_____	5
HIS 251	_____	_____	5
HIS 252	_____	_____	5
MAT 108	_____	_____	5
MAT 214	_____	_____	5
POL 101	_____	_____	5
PSY 101	_____	_____	5
SOC 101	_____	_____	5



Associate in Applied Science Degree Curricula

Accounting

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant, and property accountant.

COURSE REQUIREMENTS FOR ACCOUNTING (DAY)

FIRST QUARTER (FALL)

		Course Title	Hours/Week (Class)	(Lab)	Qtr. Hrs. Credit
BUS	209	Introduction to Business	5	0	5
ENG	105	Composition I	5	0	5
ACC	120	Accounting I	5	2	6
MAT	105	College Mathematics	5	0	5
			20	2	21

SECOND QUARTER (WINTER)

ACC	121	Accounting II	5	2	6
BUS	115	Business Law I	5	0	5
ECO	201	Macroeconomics	5	0	5
ENG	106	Composition II	5	0	5
			20	2	21

THIRD QUARTER (SPRING)

OSC	102	Computerized Typewriting I	3	2	4
ACC	125	Accounting III	5	2	6
BUS	116	Business Law II	5	0	5
ECO	202	Microeconomics	5	0	5
—	—	Related Elective	3	0	3
			21	4	23

FOURTH QUARTER (FALL)

BUS	123	Business Finance I	3	0	3
ACC	225	Cost Accounting	5	2	6
ACC	229	Taxes I	3	2	4
CAS	110	Intro. to Microcomputers and Applications	2	2	3
—	—	Social Science Elective	3	0	3
			16	6	19

FIFTH QUARTER (WINTER)

BUS	235	Business Management	3	0	3
ACC	222	Intermediate Accounting I	5	2	6
ACC	230	Taxes II	3	0	3
SPH	204	Oral Communications	3	0	3
CAS	102	Microcomputer Spreadsheets I	2	2	3
			<u>16</u>	<u>4</u>	<u>18</u>

SIXTH QUARTER (SPRING)

ACC	223	Intermediate Accounting II	5	2	6
ACC	269	Auditing	3	2	4
BUS	206	Business Communications	3	0	3
—	—	Free Elective	3	0	3
			<u>14</u>	<u>4</u>	<u>16</u>

TOTAL CREDIT HOURS REQUIRED

118

COURSE REQUIREMENTS FOR ACCOUNTING (EVENING)

FIRST QUARTER (FALL)

Course Title			Hours/Week (Class) (Lab)		Qtr. Hrs. Credit
BUS	209	Introduction to Business	5	0	5
MAT	105	College Mathematics	5	0	5
—	—	Related Elective	3	0	3
			<u>11</u>	<u>2</u>	<u>13</u>

SECOND QUARTER (WINTER)

ENG	105	Composition I	5	0	5
BUS	115	Business Law I	5	0	5
ACC	120	Accounting I	5	2	6
			<u>15</u>	<u>2</u>	<u>16</u>

THIRD QUARTER (SPRING)

ENG	106	Composition II	5	0	5
ACC	121	Accounting II	5	2	6
BUS	116	Business Law II	5	0	5
			<u>15</u>	<u>2</u>	<u>16</u>

FOURTH QUARTER (SUMMER)

ACC	125	Accounting III	5	2	6
BUS	235	Business Management	3	0	3
CAS	110	Intro. to Microcomputers & Applications	2	2	3
			<u>10</u>	<u>4</u>	<u>12</u>

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FIFTH QUARTER (FALL)

CAS	102	Microcomputer Spreadsheets I	2	2	3
ACC	225	Cost Accounting	5	2	6
ECO	201	Macroeconomics	5	0	5
			<u>12</u>	<u>4</u>	<u>14</u>

SIXTH QUARTER (WINTER)

ACC	222	Intermediate Accounting I	5	2	6
ECO	201	Microeconomics	5	0	5
BUS	123	Business Finance	3	0	3
			<u>13</u>	<u>2</u>	<u>14</u>

SEVENTH QUARTER (SPRING)

ACC	223	Intermediate Accounting II	5	2	6
SPH	204	Oral Communications	3	0	3
OSC	102	Computerized Typewriting I	3	2	4
			<u>11</u>	<u>4</u>	<u>13</u>

EIGHTH QUARTER (SUMMER)

ACC	229	Taxes I	3	2	4
BUS	206	Business Communications	3	0	3
—	—	Free Elective	3	0	3
			<u>9</u>	<u>2</u>	<u>10</u>

NINTH QUARTER (FALL)

ACC	269	Auditing	3	2	4
—	—	Social Science Elective	3	0	3
ACC	230	Taxes II	3	0	3
			<u>9</u>	<u>2</u>	<u>10</u>

TOTAL CREDIT HOURS REQUIRED

118

Electives (Day and Evening)

Suggested Related Electives (3 hrs. Required)

OSC	103	Computerized Typewriting II	3	2	4
OSC	104	Computerized Typewriting III	3	2	4
OSC	105	Basic Word Processing	2	2	3
OSC	111	Speedwriting	3	2	4
BUS	210	Automated Office Practice	2	2	3
BUS	247	Business Insurance	3	0	3
CSC	103	Microcomputer Programming in BASIC I	3	2	4
ACC	270	Microcomputer Accounting	2	2	3
COE	100-105	Coop Practicum	0	0	3

Social Science Electives* (3 hrs. Required)

HIS	101	Early European Civilization	5	0	5
HIS	102	Modern European Civilization	5	0	5
HIS	201	American Civilization to 1877	5	0	5
HIS	202	American Civilization since 1877	5	0	5
POL	103	State and Local Government	3	0	3
POL	101	American National Government	5	0	5
POL	201	United States Government	3	0	3
PSY	101	Introductory Psychology	5	0	5
PSY	102	General Psychology	3	0	3
PSY	150	Interpersonal Relations & Comm.	3	0	3
PSY	232	Career and Life Planning	3	0	3
SOC	101	Principles of Modern Sociology	5	0	5
SOC	102	Principles of Sociology	3	0	3
SSC	205	American Institutions	3	0	3
SSC	212	Marriage and the Family	3	0	3

*Other Electives may be selected subject to the needs of the individual student and approval of the advisor.

Administrative Office Technology

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising and manufacturing as well as offices in local, state and federal government.

COURSE REQUIREMENTS FOR ADMINISTRATIVE OFFICE TECHNOLOGY (DAY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week (Class) (Lab)		Qtr. Hrs. Credit
OSC 102	Computerized Typewriting I	3	2	4
OSC 110	Electronic Calculator Applications	1	2	2
MAT 105	College Mathematics	5	0	5
ENG 105	Composition I	5	0	5
CAS 110	Intro. to Microcomputers & Applications	2	2	3
— —	Social Science Elective	3	0	3
		19	6	22

SECOND QUARTER (WINTER)

OSC 103	Computerized Typewriting II	3	2	4
OSC 211	Intro. to Machine Transcription	1	4	3
OSC 183	Business, Legal & Medical Terminology	3	0	3
ENG 106	Composition II	5	0	5
OSC 210	Automated Office Practice	2	2	3
		14	8	18

THIRD QUARTER (SPRING)

OSC 104	Computerized Typewriting III	3	2	4
OSC 213	Legal & Medical Machine Transcription	1	4	3
BUS 206	Business Communications	3	0	3
OSC 214	Microcomputer Office Procedures I	3	2	4
OSC 112	File Management	3	0	3
— —	Free Elective	3	0	3
		16	8	20

FOURTH QUARTER (FALL)

OSC	204	Advanced Computerized Typewriting	1	4	3
SPH	204	Oral Communications	3	0	3
OSC	220	Proofreading and Editing	3	0	3
OSC	111	Speedwriting	3	2	4
OSC	212	Advanced Machine Transcription	1	4	3
			<u>11</u>	<u>10</u>	<u>16</u>

FIFTH QUARTER (WINTER)

ACC	229	Taxes I	3	2	4
ACC	120	Accounting I	5	2	6
OSC	113	WordPerfect I	3	2	4
OSC	205	Production & Speed Building	3	2	4
—	—	Social Science Elective	3	0	3
—	—	Related Elective	3	0	3
			<u>20</u>	<u>8</u>	<u>24</u>

SIXTH QUARTER (SPRING)

OSC	216	Microcomputer Office Procedures II	3	2	4
OSC	114	WordPerfect II	3	2	4
CAS	102	Microcomputer Spreadsheets I	2	2	3
OSC	231	Personal Development	3	0	3
CAS	130	Microcomputer Desktop Publishing	1	2	2
—	—	Related Elective	3	0	3
			<u>15</u>	<u>8</u>	<u>19</u>

TOTAL CREDIT HOURS REQUIRED

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Related Electives — Day and Evening (6 hrs. Required)

BUS	123	Business Finance	3	0	0	3
ACC	230	Taxes II	3	0	0	3
MKT	232	Sales Development	3	0	0	3
BUS	235	Business Management	3	0	0	3
MKT	239	Marketing	5	0	0	5
BUS	272	Principles of Supervision	3	0	0	3
BUS	233	Human Resources Management	3	0	0	3
COE	100-105	Coop Practicum	0	0	30	3

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Social Science Electives* — Day and Evening (6 hrs. Required)

HIS	101	Early European Civilization	5	0	5
HIS	102	Modern European Civilization	5	0	5
HIS	201	American Civilization to 1877	5	0	5
HIS	202	American Civilization since 1877	5	0	5
POL	101	American National Government	5	0	5
POL	103	State and Local Government	3	0	3
POL	201	United States Government	3	0	3
PSY	101	Introductory Psychology	5	0	5
PSY	102	General Psychology	3	0	3
PSY	150	Interpersonal Relationships & Comm.	3	0	3
PSY	232	Career and Life Planning	3	0	3
SOC	101	Principles of Modern Sociology	5	0	5
SOC	102	Principles of Sociology	3	0	3
SSC	205	American Institutions	3	0	3
SSC	212	Marriage and the Family	3	0	3

*Other electives may be selected subject to the needs of the individual student and approval of the advisor.

ADMINISTRATIVE OFFICE TECHNOLOGY CERTIFICATE

ONE-YEAR PROGRAM

Course Title			Hours/Week (Class) (Lab)		Qtr. Hrs. Credit
OSC	102	Computerized Typing I	3	2	4
OSC	110	Electronic Calculator Applications	1	2	2
OSC	112	File Management	3	0	3
MAT	105	College Mathematics	5	0	5
OSC	103	Computerized Typing II	3	2	4
OSC	105	Basic Word Processing	2	2	3
OSC	211	Introduction to Machine Transcription	1	4	3
OSC	104	Computerized Typing III	3	2	4
OSC	214	Microcomputer Office Procedures I	3	2	4
OSC	210	Automated Office Practice	2	2	3
ENG	105	Composition I	5	0	5
CAS	110	Intro. to Microcomputers & Applications	2	2	3
			33	20	43

Associate Degree Nursing

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; recording and reporting the results of the nursing assessment; planning, initiating, delivering, and evaluating appropriate nursing acts; teaching, delegating to or supervising other personnel in implementing the treatment regimen; collaborating with other health care providers in determining the appropriate health care for a patient; implementing the treatment and pharmaceutical regimen prescribed by any person authorized by state law to prescribe such a regimen; providing teaching and counseling about the patient's health care; reporting and recording the plan for care, nursing care given, and the patient's response to that care; and supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

COURSE REQUIREMENTS FOR ASSOCIATE DEGREE NURSING (DAY ONLY)

FIRST QUARTER (FALL)

			Hours/Week			Qtr. Hrs.
Course Title			(Class)	(Lab)	(Clinical)	Credit
NUR	101	Essentials of Nursing Practice	6	4	3	9
BIO	101	Human Anatomy & Physiology I	3	2	0	4
PSY	101	Principles of Psychology	5	0	0	5
NUR	102	Pharmacology	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			15	8	3	20

SECOND QUARTER (WINTER)

NUR	103	Basic Concepts of Lifespan Nursing	5	2	12	10
BIO	102	Human Anatomy & Physiology II	3	2	0	4
PSY	110	Developmental Psychology	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			13	4	12	19

THIRD QUARTER (SPRING)

NUR	104	Nursing Through The Lifespan I	6	0	9	9
BIO	103	Advanced Human Physiology	3	2	0	4
BIO	104	Microbiology	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			12	4	9	17

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FOURTH QUARTER (SUMMER)

NUR	105	Nursing of Women	6	0	9	9
		or				
NUR	201	Psychiatric Nursing				
NUT	102	Therapeutic Nutrition	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	9	12

FIFTH QUARTER (FALL)

NUR	105	Nursing of Women	6	0	9	9
		or				
NUR	201	Psychiatric Nursing				
SOC	101	Principles of Modern Sociology	5	0	0	5
ENG	105	Composition I	5	0	0	5
—	—	Free Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			19	0	9	22

SIXTH QUARTER (WINTER)

NUR	202	Nursing Through The Lifespan II	6	0	9	9
ENG	106	Composition II	5	0	0	5
—	—	Humanities Elective	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			16	0	9	19

SEVENTH QUARTER (SPRING)

NUR	203	Nursing Through The Lifespan III	5	0	24	13
NUR	204	Nursing Seminar	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			7	0	24	15

TOTAL CREDIT HOURS REQUIRED

124

Suggested Electives* (3 hours required)

SSC	212	Marriage & The Family
ECO	201	Macroeconomics
HIS	102	Modern European Civilization
HIS	202	American Civilization Since 1877
SPH	111	Fundamentals of Speech

*Other electives may be selected subject to the needs of the individual student and approval of ADN Department Chairman.

Business Administration

The Business Administration curriculum is designed to prepare an individual for entry into management positions. The curriculum develops competencies in the application of management principles. Emphasis is placed on skill development in the areas of management functions, computer applications and analysis, critical thinking and decision-making techniques, marketing, finance, legal aspects of business, oral and written communications and the utilization of human resources. Through the development of management competencies, the graduate will be able to function as a contributing member of a management team.

COURSE REQUIREMENTS FOR BUSINESS ADMINISTRATION (DAY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week (Class) (Lab)		Qtr. Hrs. Credit
BUS 209	Introduction to Business	5	0	5
CAS 110	Intro. to Microcomputers & Applications	2	2	3
OSC 102	Computerized Typewriting I	3	2	4
MAT 105	College Mathematics	5	0	5
ENG 105	Composition I	5	0	5
		<u>20</u>	<u>4</u>	<u>22</u>

SECOND QUARTER (WINTER)

BUS 272	Principles of Supervision	3	0	3
BUS 115	Business Law I	5	0	5
OSC 105	Basic Word Processing	2	2	3
ECO 201	Macroeconomics	5	0	5
ENG 106	Composition II	5	0	5
		<u>20</u>	<u>2</u>	<u>21</u>

THIRD QUARTER (SPRING)

BUS 116	Business Law II	5	0	5
MKT 239	Marketing	5	0	5
ECO 202	Microeconomics	5	0	5
SPH 204	Oral Communications	3	0	3
— —	Related Elective	3	0	3
		<u>21</u>	<u>0</u>	<u>21</u>

FOURTH QUARTER (FALL)

ACC 120	Accounting I	5	2	6
ACC 229	Taxes I	3	2	4
BUS 233	Human Resources Management	3	0	3
BUS 123	Business Finance I	3	0	3
— —	Social Science Elective	3	0	3
		<u>17</u>	<u>4</u>	<u>19</u>

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FIFTH QUARTER (WINTER)

BUS	235	Business Management	3	0	3
ACC	121	Accounting II	5	2	6
ACC	230	Taxes II	3	0	3
—	—	Social Science Elective	3	0	3
—	—	Related Elective	3	0	3
			<u>17</u>	<u>2</u>	<u>18</u>

SIXTH QUARTER (SPRING)

BUS	206	Business Communications	3	0	3
CAS	102	Microcomputer Spreadsheets I	2	2	3
ACC	125	Accounting III	5	2	6
ACC	270	Microcomputer Accounting	2	2	3
—	—	Free Elective	3	0	3
			<u>16</u>	<u>6</u>	<u>18</u>

TOTAL CREDIT HOURS REQUIRED

119

COURSE REQUIREMENTS FOR BUSINESS ADMINISTRATION (EVENING)

FIRST QUARTER (FALL)

			Hours/Week		Qtr. Hrs. Credit
Course Title			(Class)	(Lab)	
ENG	105	Composition I	5	0	5
BUS	209	Introduction to Business	5	0	5
MAT	105	College Mathematics	5	0	5
			15	0	15

SECOND QUARTER (WINTER)

ENG	106	Composition II	5	0	5
ECO	201	Macroeconomics	5	0	5
BUS	123	Business Finance	3	0	3
BUS	115	Business Law I	5	0	5
			<u>18</u>	<u>0</u>	<u>18</u>

THIRD QUARTER (SPRING)

ECO	202	Macroeconomics	5	0	5
BUS	116	Business Law II	5	0	5
SPH	204	Oral Communications	3	0	3
BUS	272	Principles of Supervision	3	0	3
			<u>16</u>	<u>0</u>	<u>16</u>

FOURTH QUARTER (SUMMER)

BUS	235	Business Management	3	0	3
CAS	110	Intro. to Microcomputers & Applications	2	2	3
—	—	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			8	2	9

FIFTH QUARTER (FALL)

OSC	102	Computerized Typewriting I	3	2	4
ACC	120	Accounting I	5	2	6
BUS	233	Human Resources Management	<u>3</u>	<u>0</u>	<u>3</u>
			11	4	13

SIXTH QUARTER (WINTER)

OSC	105	Basic Word Processing	2	2	3
ACC	121	Accounting II	5	2	6
MKT	239	Marketing	<u>5</u>	<u>0</u>	<u>5</u>
			12	4	14

SEVENTH QUARTER (SPRING)

ACC	125	Accounting III	5	2	6
ACC	229	Taxes I	3	2	4
BUS	206	Business Communications	<u>3</u>	<u>0</u>	<u>3</u>
			11	4	13

EIGHTH QUARTER (SUMMER)

ACC	230	Taxes II	3	0	3
ACC	270	Microcomputer Accounting	2	2	3
—	—	Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
			8	2	9

NINTH QUARTER (FALL)

CAS	102	Microcomputer Spreadsheets I	2	2	3
—	—	Related Elective	3	0	3
—	—	Free Elective	3	0	3
—	—	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12

TOTAL CREDIT HOURS REQUIRED

119

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Electives (Day and Evening)

Suggested Related Electives* (6 hrs. Required)

*Related Electives

BUS 247	Business Insurance	3	0	0	3
MKT 232	Sales Development	3	0	0	3
CAS 106	Data Base Applications	2	2	0	3
OSC 110	Electronic Calculator Applications	1	2	0	3
ACC 225	Cost Accounting	5	2	0	6
CSC 103	Microcomputer Programming	3	2	0	4
	in Basic I	2	2	0	3
HSE 245	Social Issues in the Workplace	3	0	0	3
COE 100-105	Coop Practicum	0	0	30	3

Social Science Electives* (6 hrs. Required)

Course Title		Hours/Week (Class) (Lab)		Qtr. Hrs. Credit
HIS 101	Early European Civilization	5	0	5
HIS 102	Modern European Civilization	5	0	5
HIS 201	American Civilization to 1877	5	0	5
HIS 202	American Civilization since 1877	5	0	5
POL 101	American National Government	5	0	5
POL 103	State and Local Government	3	0	3
POL 201	United States Government	3	0	3
PSY 101	Introductory Psychology	5	0	5
PSY 102	General Psychology	3	0	3
PSY 150	Interpersonal Relationships & Comm.	3	0	3
PSY 232	Career and Life Planning	3	0	3
SOC 101	Principles of Modern Sociology	5	0	5
SOC 102	Principles of Sociology	3	0	3
SSC 205	American Institutions	3	0	3
SSC 212	Marriage and the Family	3	0	3

*Other electives may be selected to the need of the individual student and approval of the advisor.

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM

BUS 209	Introduction to Business	5	0	5
BUS 233	Human Resources Management	3	0	3
BUS 272	Principles of Supervision	3	0	3
CAS 110	Intro. to Microcomputers & Applications	2	2	3
ECO 201	Macroeconomics	5	0	5
MAT 105	College Mathematics	5	0	5
		<u>23</u>	<u>2</u>	<u>24</u>

Criminal Justice-Protective Services Technology

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and opportunities acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

COURSE REQUIREMENTS FOR CRIMINAL JUSTICE-PROTECTIVE SERVICES TECHNOLOGY (EVENING)

FIRST QUARTER (FALL)

Course Title			Hours/Week			Qtr. Hrs. Credit
			(Class)	(Lab)	(Clinical)	
CJC	101	Introduction to Criminal Justice	5	0	0	5
ENG	105	Composition I	5	0	0	5
CJC	102	Constitutional Law	5	0	0	5
			15	0	0	15

SECOND QUARTER (WINTER)

CJC	103	Introduction to Corrections	5	0	0	5
ENG	106	Composition II	5	0	0	5
PSY	101	Introductory Psychology	5	0	0	5
			15	0	0	15

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THIRD QUARTER (SPRING)

CJC	104	Criminology	5	0	0	5
CJC	105	Criminal Justice Counseling	3	0	0	3
CAS	110	Intro. to Microcomputers & Applications	2	2	0	3
SOC	101	Principles of Modern Sociology	5	0	0	5
			15	2	0	16

FOURTH QUARTER (SUMMER)

CJC	106	Criminal Evidence & Procedures	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
POL	103	State and Local Government	3	0	0	3
PSY	229	Abnormal Psychology	5	0	0	5
			14	0	0	14

FIFTH QUARTER (FALL)

CJC	107	Criminal Law	5	0	0	5
CJC	108	Substance Abuse	3	0	0	3
POL	201	United States Government	3	0	0	3
—	—	PSY/SOC/SSC Elective	3	0	0	3
			14	0	0	14

SIXTH QUARTER (WINTER)

CJC	201	Police Organization & Administration	5	0	0	5
CJC	202	Juvenile Delinquency	5	0	0	5
BIO	111	General Biology I	5	2	0	6
			15	2	0	16

SEVENTH QUARTER (SPRING)

CJC	204	Criminal Investigation	4	2	0	5
CJC	203	Community Relations & Ethics	3	0	0	3
MAT	105	College Mathematics**	5	0	0	5
—	—	Free Elective	3	0	0	3
			15	2	0	16

EIGHTH QUARTER (SUMMER)

CJC	205	Community-Based Corrections	5	0	0	5
CJC	206	Criminalistics	4	2	0	5
CJC	207	Criminal Justice Issues Forum	3	0	0	3
			12	2	0	13

#CJC	208	Criminal Justice Internship	0	0	10	1
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TOTAL CREDIT HOURS REQUIRED

120

#May be taken at any time subject to the approval of the Department Chairman.

***PSY/SOC/SSC/HSE ELECTIVES**

PSY	120	Growth and Development	3	0	0	3
PSY	150	Interpersonal Relationships & Communications	3	0	0	3
PSY	232	Career & Life Planning	3	0	0	3
SOC	203	Social Problems	3	0	0	3
SSC	205	American Institutions	3	0	0	3
SSC	212	Marriage and The Family	3	0	0	3
HSE	240	Crisis Intervention	4	0	0	4
HSE	101	Social & Group Processes I	3	0	0	3
HSE	102	Social & Group Processes II	1	4	0	3
HSE	117	Intake Interviewing & Assessment	3	2	0	4

**Students desiring to transfer this degree to a senior institution may wish to take MAT 106 or MAT 107 in lieu of MAT 105.

Electronics Engineering Technology

Electronics Engineering Technology provides a basic background in electronic related theory with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance, or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

COURSE REQUIREMENTS FOR ELECTRONICS ENGINEERING TECHNOLOGY (DAY ONLY)

FIRST QUARTER (FALL)

		Hours/Week (Class) (Lab) (Shop)			Qtr. Hrs. Credit
Course Title					
ENG 105	Composition I	5	0	0	5
MAT 106	Beginning Algebra	5	0	0	5
	-Or-				
MAT 111	Pre-Calculus I	5	0	0	5
ELC 101	Fundamentals of Electricity I	3	4	0	5
	Social Science Elective	3	0	0	3
		<u>16</u>	<u>4</u>	<u>0</u>	<u>18</u>

SECOND QUARTER (WINTER)

MAT 111	Pre-Calculus I	5	0	0	5
	-Or-				
MAT 112	Pre-Calculus II	5	0	0	5
ELC 102	Fundamentals of Electricity II	3	4	0	5
PHY 111	Physics I	3	2	0	4
ENG 106	Composition II	5	0	0	5
CSC 109	Microcomputer Operating System	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		18	6	0	21

THIRD QUARTER (SPRING)

MAT 112	Pre-Calculus II	5	0	0	5
	-Or-				
MAT 113	Pre-Calculus III	5	0	0	5
PHY 112	Physics II	3	2	0	4
ELN 105	Semiconductor Devices	4	4	0	6
CSC 101	Microcomputer Programming in 'C'	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		15	8	0	19

FOURTH QUARTER (SUMMER)

ELN	210	Digital Electronics I	4	4	0	6
ELN	205	Application and Analysis of Control Devices	4	4	0	6
#MAT	113	Pre-Calculus III	5	0	0	5
			<u>13</u>	<u>8</u>	<u>0</u>	<u>17</u>

FIFTH QUARTER (FALL)

ELN	214	Digital Electronics II	4	4	0	6
ELN	215	Introduction to Microprocessors	4	4	0	6
SPH	204	Oral Communications	3	0	0	3
MAT	205	Calculus I	5	0	0	5
			<u>16</u>	<u>8</u>	<u>0</u>	<u>20</u>

SIXTH QUARTER (WINTER)

ELN	223	Microprocessor Interfacing and Troubleshooting	4	4	0	6
ELN	221	Electronic Communication Systems	4	2	0	5
DFT	110	Introduction to Computer Aided Drafting	3	0	6	5
—	—	Free Elective	3	0	0	3
			<u>14</u>	<u>6</u>	<u>6</u>	<u>19</u>

SEVENTH QUARTER (SPRING)

ELN	224	Advanced Microprocessor Systems	4	4	0	6
ELN	227	Robotics	3	2	0	4
ELN	250	Electronics Design Project	0	6	0	3
ELN	226	Programmable Logic Controllers	2	2	0	3
—	—	Social Science Elective	3	0	0	3
			<u>12</u>	<u>14</u>	<u>0</u>	<u>19</u>

TOTAL CREDIT HOURS REQUIRED

128

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Social Science Electives* (6 hrs. Required)

			Hours/Week		Qtr. Hrs. Credit
Course Title			(Class)	(Lab)	
HIS	101	Early European Civilization	5	0	5
HIS	102	Modern European civilization	5	0	5
HIS	201	American Civilization to 1877	5	0	5
HIS	202	American Civilization since 1877	5	0	5
POL	103	State and Local Government	3	0	3
POL	201	United States Government	3	0	3
PSY	101	Introductory Psychology	5	0	5
PSY	102	General Psychology	3	0	3
PSY	150	Interpersonal Relationships & Comm.	3	0	3
PSY	232	Career and Life Planning	3	0	3
SOC	101	Principles of Modern Sociology	5	0	5
SOC	102	Principles of Sociology	3	0	3
SSC	212	Marriage and the Family	3	0	3

*Other electives may be selected subject to the needs of the individual student and approval of the advisor.

#Makeup Course.

MAT 106 Beginning Algebra may be recommended for selected students to be taken prior to MAT 111.

ELECTRONICS ENGINEERING TECHNOLOGY CERTIFICATE PROGRAM

CSC	101	Microcomputer Programming in 'C'	3	2	4
ELC	101	Fundamentals of Electricity I	3	4	5
ELC	102	Fundamentals of Electricity II	3	4	5
ELN	105	Semiconductor Devices	4	4	6
ELN	210	Digital Electronics I	4	4	6
MAT	111	Pre-Calculus I	5	0	5
MAT	112	Pre-Calculus II	5	0	5
			27	18	36

General Occupational Technology

This curriculum is designed to meet the needs of full-time and/or part-time employees in business and industry. This program of study provides these individuals with an opportunity to upgrade their skills and/or to earn an associate degree by taking courses suited to their occupational needs. The curriculum consists of a basic core of courses in communication, mathematics and social science. The remainder of the curriculum consists of a sequence of technical courses individually tailored to satisfy the requirements of the student and/or the student's employer. One hundred fifteen credit hours are required.

COURSE REQUIREMENTS FOR GENERAL OCCUPATIONAL TECHNOLOGY

1. Related Courses	Credit Hours
Mathematics (MAT Prefix)	10
Science (BIO, PHS, PHY Prefixes)	10
Business Computer Programming (CSC 103)	4
Others	7
	31
2. General Education Courses	
English (ENG Prefix from General Education and/or Technical areas)	12
Social Science/Humanities (PSY, SOC, and SSC Prefixes)	<u>12</u>
	24
3. Major Courses	
Courses may be taken from the following prefixes: ACC, BUS, CJC, DFT, ECO, CAS, CSC, ELC, ELN, ENG, HIS, MAT, MEC, NUR, PHY, POL, PSY, SOC, SSC, WLD.	
The specific courses will be chosen by the employer, employee and the RCC student advisor from the curricular courses presently being taught. Generally the courses will be selected from the areas of General Education, Business Administration, Accounting, Business Computer Programming, General Office Technical Specialty, Secretarial/Executive, Criminal Justice and Human Services. Some students will enroll with transfer credits being given for courses previously completed.	
	60
TOTAL CREDIT HOURS REQUIRED	115

Two-thirds credit will be given for four digit occupational courses to meet degree credit requirements.

The student will plan his/her courses of study with the RCC advisor and with the input of his/her employer.

General Technology Curriculum Core

General Technology Curriculum Core is designed as a career mobility program for technical students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting); and theoretical and applied sciences such as biology, chemistry, physics, and mathematics that are foundation courses to specific curriculums in the technical field. After completion of this certificate curriculum, the student has job skills for occupations requiring communications skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as an intended objective component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

Students who enroll in this program are cautioned to select their courses carefully making absolutely certain that these courses are consistent with the requirements of the degree program they desire to eventually enter. Frequent consultation with counsellors or program advisors is strongly encouraged.

Human Services Technology

The Human Services Technology curriculum is designed to prepare graduates for entry into a variety of positions in institutions and agencies which provide social, community and educational services to people. Along with the human services courses, the curriculum provides for electives that allow the student to specialize in a specific work interest area. During the last five quarters, emphasis is placed on the development of relevant knowledge and skills pertinent to the chosen area. Internships in one or more areas of human services are included in the final phases of the curriculum.

Graduates may find employment in child care agencies, family services agencies, hospitals, mental health centers, public welfare departments, schools and rehabilitation agencies.

Individuals desiring a career in human services technology should, if possible, take biology, psychology and sociology courses prior to entering the program.

COURSE REQUIREMENTS FOR HUMAN SERVICES TECHNOLOGY (DAY)

FIRST QUARTER (FALL)

			Hours/Week			Qtr. Hrs. Credit
Course Title			(Class)	(Lab)	(Shop)	
ENG	105	Composition I	5	0	0	5
HSE	100	Introduction to Human Services	5	0	0	5
SOC	101	Principles of Modern Sociology	5	0	0	5
HSE	101	Social and Group Processes I	3	0	0	3
			18	0	0	18

SECOND QUARTER (WINTER)

ENG	106	Composition II	5	0	0	5
PSY	101	Introductory Psychology	5	0	0	5
SOC	203	Social Problems	3	0	0	3
POL	103	State and Local Government	3	0	0	3
HSE	102	Social and Group Processes II	1	4	0	3
			17	4	0	19

THIRD QUARTER (SPRING)

SPH	204	Oral Communications	3	0	0	3
HSE	117	Intake Interviewing & Assessment	3	2	0	4
PSY	150	Interpersonal Relationships & Communication	3	0	0	3
MAT	105	College Mathematics	5	0	0	5
HSE	110	Practicum in Agency Observation	1	0	3	2
			15	2	3	17

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FOURTH QUARTER (SUMMER)

			Hours/Week			Qtr. Hrs. Credit
Course Title			(Class)	(Lab)	(Shop)	
CJC	202	Juvenile Delinquency	5	0	0	5
SSC	212	Marriage and the Family	3	0	0	3
HSE	209	Human Services for Children & Youth	5	0	0	5
PSY	220	Behavior Modification	1	2	0	2
HSE	226	Directing a Child Care Program	3	0	0	3
			17	2	0	18

FIFTH QUARTER (FALL)

PSY	229	Abnormal Psychology	5	0	0	5
HSE	251	Field Placement I	1	0	6	3
PSY	120	Growth & Development	3	0	0	3
HSE	115	Basic Health Science	3	0	0	3
HSE	250	Economic Services Casework	3	0	0	3
			15	0	6	17

SIXTH QUARTER (WINTER)

SOC	204	Community Resource Management	3	0	0	3
GRO	230	Gerontology	3	0	0	3
HSE	252	Field Placement II	1	0	6	3
HSE	221	Mental Health Practices	3	2	0	4
—	—	Free Elective	3	0	0	3
			14	2	6	17

SEVENTH QUARTER (SPRING)

SSC	245	Social Issues In The Workplace	3	0	0	3
HSE	204	Human Services Seminar	3	0	0	3
HSE	240	Crisis Intervention	2	2	0	3
HSE	290	Internship in Human Services	1	0	10	2
HSE	103	Preventative Intervention Course	1	2	0	2
			10	4	10	13

TOTAL CREDIT HOURS REQUIRED

118

COURSE REQUIREMENTS FOR HUMAN SERVICES TECHNOLOGY (EVENING)

FIRST QUARTER (FALL)

			Hours/Week			Qtr. Hrs. Credit
Course Title			(Class)	(Lab)	(Shop)	
ENG	105	Composition I	5	0	0	5
HSE	100	Introduction to Human Services	5	0	0	5
HSE	101	Social and Group Processes I	3	0	0	3
POL	103	State and Local Government	3	0	0	3
			16	0	0	16

SECOND QUARTER (WINTER)

ENG	106	Composition II	5	0	0	5
PSY	101	Introductor Psychology	5	0	0	5
HSE	102	Social and Group Processess II	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
			11	4	0	13

THIRD QUARTER (SPRING)

HSE	117	Intake Interviewing & Assessment	3	2	0	4
SOC	203	Social Problems	3	0	0	3
SOC	101	Principles of Sociology	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			11	2	0	12

FOURTH QUARTER (SUMMER)

MAT	105	College Mathematics	5	0	0	5
PSY	120	Growth and Development	3	0	0	3
PSY	150	Interpersonal Relationships and Communications	3	0	0	3
SSC	212	Marriage and the Family	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	0	0	14

FIFTH QUARTER (FALL)

HSE	240	Crisis Intervention	2	2	0	3
HSE	110	Practicum in Agency Observation	1	0	3	2
SPH	204	Oral Communications	3	0	0	3
PSY	229	Abnormal Psychology	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			11	2	3	13

SIXTH QUARTER (WINTER)

HSE	250	Economic Services Casework	3	0	0	3
HSE	251	Field Placement I	1	0	6	3
PSY	220	Behavior Modification	1	2	0	2
CJC	202	Juvenile Delinquency	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			10	2	6	13

SEVENTH QUARTER (SPRING)

HSE	115	Basic Health Science	3	0	0	3
HSE	245	Social Issues in The Workplace	3	0	0	3
SOC	204	Community Resource Management	3	0	0	3
GRO	230	Gerontology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	0	0	12

EIGHTH QUARTER (SUMMER)

HSE	252	Field Placement II	1	0	6	3
HSE	209	Human Services for Children & Youth	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			6	0	6	8

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NINTH QUARTER (FALL)

HSE	221	Mental Health Practices	3	2	0	4
HSE	226	Directing A Child Care				
		Program	3	0	0	3
—	—	Free Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	2	0	10

TENTH QUARTER (WINTER)

HSE	103	Preventive Intervention Course	1	2	0	2
HSE	290	Internship in Human Services	1	0	10	2
HSE	204	Human Services Seminar	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			5	2	10	7

TOTAL CREDIT HOURS REQUIRED 118

Mechanical Engineering Technology

The Mechanical Engineering Technology curriculum prepares technicians to assist engineers in the design and development of machinery and other mechanical equipment and parts and to perform other activities which require technical knowledge of factors such as tolerances, stresses, strains, friction and vibration. The scope of subject matter covered prepares the graduate for employment in greatly diversified branches of the mechanical field.

The graduate may wish to work with testing experimental machinery and equipment and analyzing the results. Typical of such devices are internal combustion engines, steam turbines, jet and rocket engines, nuclear reactors, refrigeration and air conditioning equipment, missiles, spacecraft, marine equipment, motor vehicles, railroad equipment and machines for specialized industries such as textile mills. Another specialty area graduates may wish to pursue is that of the tool designer. Tool designers design tools and devices for the mass production of manufactured articles. They may also work with the instrumentation and design of machine tools or in equipping plants or mills which require special construction to accommodate power-producing or transmitting machinery.

COURSE REQUIREMENTS FOR MECHANICAL ENGINEERING TECHNOLOGY (DAY)

FIRST QUARTER (FALL)

		Hours/Week			Qtr. Hrs. Credit
Course Title		(Class)	(Lab)	(Shop)	
ENG 105	Composition I	5	0	0	5
MAT 106	Beginning Algebra	5	0	0	5
-Or-					
MAT 111	Pre-Calculus I	5	0	0	5
ELC 101	Fundamentals of Electricity I	3	4	0	5
DFT 101	Technical Drafting I	3	0	6	5
		16	4	6	20

SECOND QUARTER (WINTER)

MAT 111	Pre-Calculus I	5	0	0	5
-Or-					
MAT 112	Pre-Calculus II	5	0	0	5
ELC 102	Fundamentals of Electricity II	3	4	0	5
PHY 111	Physics I	3	2	0	4
ENG 106	Composition II	5	0	0	5
CSC 109	Microcomputer Operating System	2	0	0	2
		18	6	0	21

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THIRD QUARTER (SPRING)

MAT 112	Pre-Calculus II	5	0	0	5
-Or-					
MAT 113	Pre-Calculus III	5	0	0	5
CSC 101	Microcomputer Programming in 'C'	3	2	0	4
PHY 112	Physics II	3	2	0	4
DFT 102	Technical Drafting II	0	0	6	2
MEC 101	Machine Processes	1	0	6	3
		12	4	12	18

FOURTH QUARTER (SUMMER)

MEC 102	Computer Aided Machining and Manufacturing	3	0	3	4
DFT 204	Descriptive Geometry	2	4	0	4
MEC 110	Introduction to Heat Transfer	3	2	0	4
#MAT 113	Pre-Calculus III	5	0	0	5
		8	6	3	12

FIFTH QUARTER (FALL)

DFT 103	Technical Drafting III	0	0	6	2
SPH 204	Oral Communications	3	0	0	3
MEC 206	Statics	3	2	0	4
MEC 210	Physical Metallurgy	3	2	0	4
MAT 205	Calculus I	5	0	0	5
		14	4	6	18

SIXTH QUARTER (WINTER)

MEC 235	Hydraulics and Pneumatics	3	2	0	4
MEC 207	Dynamics	4	0	0	4
MEC 205	Strength of Materials	3	2	0	4
DFT 240	Computer Aided Drafting	2	6	0	5
— —	Social Science Elective	3	0	0	3
		15	10	0	20

SEVENTH QUARTER (SPRING)

PLA 245	Industrial Plastics	3	0	0	3
ELN 226	Programmable Logic Controllers	2	2	0	3
MEC 250	Machine Design	6	2	0	7
— —	Social Science Elective	3	0	0	3
— —	Free Elective	3	0	0	3
		17	4	0	19

TOTAL CREDIT HOURS REQUIRED:

128

MECHANICAL ENGINEERING TECHNOLOGY / 97

Social Science Electives* (6 hrs. Required)

Course Title			Hours/Week		Qtr. Hrs.
			(Class)	(Lab)	Credit
HIS	101	Early European Civilization	5	0	5
HIS	102	Modern European Civilization	5	0	5
HIS	201	American Civilization to 1877	5	0	5
HIS	202	American Civilization Since 1877	5	0	5
POL	101	American National Government	5	0	5
POL	103	State and Local Government	3	0	3
POL	201	United States Government	3	0	3
PSY	101	Introductory Psychology	5	0	5
PSY	102	General Psychology	3	0	3
PSY	150	Interpersonal Relationships & Communications	3	0	3
PSY	232	Career and Life Planning	3	0	3
SOC	101	Principles of Modern Sociology	5	5	5
SOC	102	Principles of Sociology	3	0	3
SSC	205	American Institutions	3	0	3
SSC	212	Marriage and the Family	3	0	3

#Makeup Course.

MECHANICAL ENGINEERING TECHNOLOGY CERTIFICATE PROGRAM

DFT	101	Technical Drafting I	3	0	6	5
DFT	102	Technical Drafting II	0	0	6	2
DFT	103	Technical Drafting III	0	0	6	2
DFT	204	Descriptive Geometry	2	4	0	4
DFT	240	Computer Aided Drafting	2	6	0	5
			7	10	18	18

Microcomputer Systems Technology

The purpose of the Microcomputer Systems Technology curriculum is to prepare graduates for employment with business, industry and government organizations that use or are planning to use computers to process and manage information. Using microcomputers or other small computer systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students will also learn the fundamentals of microcomputer networking.

COURSE REQUIREMENTS FOR MICROCOMPUTER SYSTEMS TECHNOLOGY (DAY)

FIRST QUARTER (FALL)

			Hours/Week		Qtr. Hrs.
Course Title			(Class)	(Lab)	Credit
CAS	110	Intro. to Microcomputers & Applications	2	2	3
OSC	105	Basic Word Processing	2	2	3
ENG	105	Composition I	5	0	5
MAT	105	College Mathematics	5	0	5
CSC	109	Microcomputer Operating System	2	0	2
			16	4	18

SECOND QUARTER (WINTER)

MAT	107	College Algebra**	5	0	5
CSC	112	Microcomputer Program Logic & Planning	2	2	3
ACC	120	Accounting I	5	2	6
ENG	106	Composition II	5	0	5
			17	4	19

THIRD QUARTER (SPRING)

CAS	102	Microcomputer Spreadsheets I	2	2	3
CAS	106	Microcomputer Data Base Management I	2	2	3
ACC	121	Accounting II	5	2	6
ACC	270	Microcomputer Accounting	2	2	3
			11	8	15

FOURTH QUARTER (SUMMER)

CAS	220	Microcomputer Data Base Management II	3	2	4
CAS	240	Microcomputer Spreadsheets II	2	2	3
CAS	130	Microcomputer Desktop Publishing	1	2	2
CAS	170	Microcomputer Networking	3	2	4
			<u>9</u>	<u>8</u>	<u>13</u>

FIFTH QUARTER (FALL)

BUS	209	Introduction to Business	5	0	5
ACC	229	Taxes I	3	2	4
MAT	121	Computer Mathematics	5	0	5
CSC	103	Microcomputer Programming in Basic I	2	2	3
			<u>15</u>	<u>4</u>	<u>17</u>

SIXTH QUARTER (WINTER)

CSC	101	Microcomputer Programming in 'C'	3	4	4
CSC	204	Microcomputer Programming in Basic II	2	2	3
ECO	201	Macroeconomics	5	0	5
—	—	Social Science Elective	3	0	3
—	—	Free Elective	3	0	3
			<u>16</u>	<u>6</u>	<u>18</u>

SEVENTH QUARTER (SPRING)

CSC	219	Systems Analysis and Design	4	2	5
CSC	250	Microcomputer Programming in Advanced 'C'	2	2	3
ACC	125	Accounting III	5	2	6
SPH	204	Oral Communications	3	0	3
			<u>14</u>	<u>6</u>	<u>17</u>

TOTAL CREDIT HOURS REQUIRED

117

100 / ASSOCIATE IN APPLIED SCIENCE DEGREE

Social Science Electives (3 hrs. Required)

HIS	101	Early European Civilization	5	0	5
HIS	102	Modern European Civilization	5	0	5
HIS	201	American Civilization to 1877	5	0	5
HIS	202	American Civilization since 1877	5	0	5
POL	101	American National Government	5	0	5
POL	103	State and Local Government	3	0	3
POL	201	United States Government	3	0	3
PSY	101	Introductory Psychology	5	0	5
PSY	102	General Psychology	3	0	3
PSY	150	Interpersonal Relationships & Comm.	3	0	3
PSY	232	Career and Life Planning	3	0	3
SOC	101	Principles of Modern Sociology	5	0	5
SOC	102	Principles of Sociology	3	0	3
SSC	205	American Institutions	3	0	3
SSC	212	Marriage and the Family	3	0	3

**Students who have not had Algebra I or an equivalent should take MAT 106 prior to taking MAT 107.

MICROCOMPUTER SYSTEMS TECHNOLOGY CERTIFICATE PROGRAM

ACC	120	Accounting I	5	2	6
ACC	121	Accounting II	5	2	6
CAS	110	Intro. to Microcomputers & Applications	2	2	3
CAS	102	Microcomputer Spreadsheets I	2	2	3
CAS	106	Microcomputer Data Base Mgt. I	2	2	3
CSC	103	Microcomputer Programming in BASIC I	2	2	3
CSC	109	Microcomputer Operating System	2	0	2
ENG	105	Composition I	5	0	5
ENG	106	Composition II	5	0	5
MAT	105	College Mathematics	5	0	5
OSC	105	Basic Word Processing	2	2	3
			<u>37</u>	<u>14</u>	<u>44</u>

Notes



Diploma Curricula

Electrical Installation

The Electrical Installation curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

COURSE REQUIREMENTS FOR ELECTRICAL INSTALLATION (EVENING)

FIRST QUARTER (FALL)

Course Title			Hours/Week			Qtr. Hrs. Credit
			(Class)	(Lab)	(Shop)	
ELC	1101	Direct Current	2	0	6	4
BPR	1110	Blueprint Reading: Building Trades	1	2	0	2
MAT	1102	Vocational Math I	5	0	0	5
			8	2	6	11

SECOND QUARTER (WINTER)

ELC	1102	Alternating Current	3	0	3	4
ELC	1105	Electrical Formulas & Computation	3	0	0	3
PHY	1101	Applied Science I	3	2	0	4
			<u>9</u>	<u>2</u>	<u>3</u>	<u>11</u>

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THIRD QUARTER (SPRING)

ELC	1107A	Industrial Controls — Part A	2	0	6	4
BPR	1113	Blueprint Reading: Electrical	1	2	0	2
PHY	1102	Applied Science II	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			6	4	6	10

FOURTH QUARTER (SUMMER)

ELC	1107B	Industrial Controls — Part B	1	0	6	3
ELC	1106	National Electric Code	4	0	0	4
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	2	6	10

FIFTH QUARTER (FALL)

ELC	1103	Basic Wiring Practice I	2	0	6	4
ELC	1109	Computer Applications for Electricians	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			4	2	6	7

SIXTH QUARTER (WINTER)

ELC	1104	Basic Wiring Practice II	3	0	9	6
SPH	204	Oral Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	0	9	9

SEVENTH QUARTER (SPRING)

ELC	1125	Commercial/Industrial Wiring	8	0	9	10
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EIGHTH QUARTER (SUMMER)

ELN	1118	Industrial Electronics I	3	0	6	5
ELN	1125	Introduction to PLC's	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			6	2	6	9

TOTAL CREDIT HOURS REQUIRED

Industrial Electronics

This program is designed to prepare individuals to repair and maintain electronic machines, controls and components which are used by various industrial operations. Individuals in the program learn to read blueprints, to determine repair procedures, to dismantle and assemble electronic components and to make necessary sensitive adjustments to meet specifications. A large portion of the laboratory time is spent verifying electronic principles and developing service techniques.

The graduate of this curriculum is prepared to maintain and service industrial electronic devices found in most manufacturing and service operations.

COURSE REQUIREMENTS FOR INDUSTRIAL ELECTRONICS

FIRST QUARTER (FALL)

			Hours/Week			Qtr. Hrs. Credit
Course Title			(Class)	(Lab)	(Shop)	
ELC	1112	Direct & Alternating Current: Electronics	5	0	9	8
MAT	1115	Electrical Mathematics I	5	0	0	5
ENG	1102	Communication Skills	3	0	0	3
BPR	1113	Blueprint Reading: Electrical	1	2	0	2
			14	2	9	18

SECOND QUARTER (WINTER)

MAT	1116	Electrical Mathematics II	5	0	0	5
HYD	1141	Hydraulics & Pneumatics	3	2	0	4
ELC	1113	AC & DC Machines & Controls	5	0	9	8
SPH	204	Oral Communications	3	0	0	3
			16	2	9	20

THIRD QUARTER (SPRING)

ELN	1118	Industrial Electronics I	3	0	6	5
ELN	1128	Digital & Linear Integrated Circuits	3	0	9	6
CAS	110	Introduction to Microcomputers & Applications	2	2	0	3
ELN	1125	Introduction to Programmable Logic Controllers	3	2	0	4
			11	4	15	18

FOURTH QUARTER (SUMMER)

ELN	1119	Industrial Electronics II	5	0	6	7
ELN	1121	Introduction to Automated Systems	4	4	0	6
DFT	110	Introduction to Computer Aided Drafting	3	0	6	5
			12	4	12	18

TOTAL CREDIT HOURS REQUIRED

Industrial Maintenance Mechanics

The curriculum in Industrial Maintenance Mechanics prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain and service mechanical equipment; follow blueprints and sketches; and use hand tools, metal-working machines, measuring instruments and testing instruments. They operate metal working machines such as the lathe, milling machine and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections and defective parts. They inspect, test and repair hydraulic equipment.

COURSE REQUIREMENTS FOR INDUSTRIAL MAINTENANCE MECHANICS (EVENING)

FIRST QUARTER (FALL)

Course Title			Hours/Week			Qtr. Hrs. Credit
			(Class)	(Lab)	(Shop)	
ELC	1101	Direct Current	2	0	6	4
ENG	1102	Communications Skills	3	0	0	3
MAT	1102	Vocational Mathematics I	5	0	0	5
			10	0	6	12

SECOND QUARTER (WINTER)

ELC	1102	Alternating Current	3	0	3	4
HYD	1140	Hydraulics	3	0	0	3
PHY	1101	Applied Science I	3	2	0	4
			9	2	3	11

THIRD QUARTER (SPRING)

BPR	1104	Blueprint Reading I: Mechanical	1	2	0	2
ELC	1107A	Industrial Controls - Part A	2	0	6	4
PHY	1102	Applied Science II	3	2	0	4
			6	4	6	10

FOURTH QUARTER (SUMMER)

BPR	1105	Blueprint Reading II: Mechanical	1	2	0	2
BPR	1113	Blueprint Reading: Electrical	1	2	0	2
ELC	1107B	Industrial Controls - Part B	1	0	6	3
SPH	204	Oral Communications	3	0	0	3
			6	4	6	10

INDUSTRIAL MAINTENANCE MECHANICS / 107

FIFTH QUARTER (FALL)

MEC	1112	Machine Shop Processes	2	0	6	4
MNT	1134	Mechanical Maintenance	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
			5	0	9	8

SIXTH QUARTER (WINTER)

ELC	1135	Electrical Maintenance	2	0	3	3
PLU	1101	Plumbing & Pipefitting	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
			5	0	9	8

SEVENTH QUARTER (SPRING)

ISC	1101	Industrial Safety	3	0	0	3
WLD	1103	Welding	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
			3	0	3	4

EIGHTH QUARTER (SUMMER)

ELN	1118	Industrial Electronics	3	0	6	5
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TOTAL CREDIT HOURS REQUIRED						68
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Industrial Production Operations

The Industrial Production Operations curriculum is designed to prepare students for entry-level jobs or for advancement in the industrial work environment. The student will be introduced to selected manufacturing processes, industrial materials, measurement, quality and industrial safety. Also, the student will gain a basic knowledge and skills in related subjects pertaining to industrial employment. These subjects include applied mathematics, print reading, computer usage, team building and problem-solving techniques.

The student will learn the responsibilities and opportunities associated with employment in the industrial environment.

COURSE REQUIREMENTS FOR INDUSTRIAL PRODUCTION OPERATIONS

FIRST QUARTER (FALL)

			Hours/Week			Qtr. Hrs.
Course Title			(Class)	(Lab)	(Shop)	Credit
ENG	1102	Communication Skills	3	0	0	3
ISC	1102	Industrial Environment	2	0	3	3
ISC	1103	Industrial Materials	3	0	0	3
MAT	1102	Vocational Math I	5	0	0	5
			13	0	3	14

SECOND QUARTER (WINTER)

CAS	110	Intro. to Microcomputers & Applications	2	2	0	3
SPH	204	Oral Communications	3	0	0	3
ISC	1104	Intro. to The Manufacturing Process	1	0	3	2
PHY	1101	Applied Science I	3	2	0	4
			9	4	3	12

THIRD QUARTER (SPRING)

BPR	1104	Blueprint Reading: Mechanical	1	2	0	2
ISC	1105	Precision Measurement	1	2	0	2
PHY	1102	Applied Science II	3	2	0	4
			<u>5</u>	<u>6</u>	<u>0</u>	<u>8</u>

FOURTH QUARTER (SUMMER)

BPR	1113	Blueprint Reading: Electrical	1	2	0	2
ISC	1101	Industrial Safety	3	0	0	3
MAT	214	Industrial Statistics	5	0	0	5
PSY	1101	Human Relations	3	0	0	3
			<u>12</u>	<u>2</u>	<u>0</u>	<u>13</u>

INDUSTRIAL PRODUCTION OPERATIONS / 109

FIFTH QUARTER (FALL)

ISC	1106	Quality Control	3	2	0	4
ISC	1108	Team Building	2	0	0	2
MEC	1112	Machine Shop Processes	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
			7	2	6	10

SIXTH QUARTER (WINTER)

ISC	1109	Motivation in Industry	3	0	0	3
ISC	1110	Intro. to Statistical Process				
		Control	3	0	0	3
ISC	1112	Production Planning	3	0	0	3
—	—	Free Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	0	0	12

TOTAL CREDIT HOURS REQUIRED

69

Machinist

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metal-working industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

COURSE REQUIREMENTS FOR MACHINIST (DAY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week (Class) (Lab) (Shop)			Qtr. Hrs. Credit
MEC 1101	Machine Shop Theory & Practice I	3	0	12	7
MAT 1102	Vocational Math I	5	0	0	5
BPR 1104	Blueprint Reading I: Mechanical	1	2	0	2
ENG 1102	Communication Skills	3	0	0	3
ISC 1101	Industrial Safety	3	0	0	3
		15	2	12	20

SECOND QUARTER (WINTER)

MEC 1102	Machine Shop Theory & Practice II	3	0	12	7
MAT 1103	Vocational Math II	5	0	0	5
BPR 1105	Blueprint Reading II: Mechanical	1	2	0	2
PHY 1101	Applied Science I	3	2	0	4
SPH 204	Oral Communications	3	0	0	3
		15	4	12	21

THIRD QUARTER (SPRING)

MEC 1103	Machine Shop Theory & Practice III	3	0	12	7
MEC 1118	Introduction to Metals	3	2	0	4
MAT 1104	Vocational Math III	5	0	0	5
PSY 1101	Human Relations	3	0	0	3
BPR 1106	Blueprint Reading III: Mechanical	0	0	3	1
		15	4	12	20

FOURTH QUARTER (SUMMER)

MEC 1104	Machine Shop Theory & Practice IV	3	0	12	7
MEC 1119	Applied Metallurgy	2	0	3	3
WLD 1103	Welding	0	0	3	1
MAT 1123	Machinist Mathematics	3	0	0	3
		<u>8</u>	<u>0</u>	<u>18</u>	<u>14</u>

TOTAL CREDIT HOURS REQUIRED

75

Co-op Option: Qualified students may elect to take up to three credit hours of the COE sequence in lieu of PSY 1101. No more than two credit hours of COE coursework may be taken during a single quarter.

MACHINIST CERTIFICATE PROGRAM

BPR 1104	Blueprint Reading I: Mechanical	1	2	0	2
ISC 1101	Industrial Safety	3	0	0	3
MEC 1101	Machine Shop Theory & Practice I	3	0	12	7
MEC 1102	Machine Shop Theory & Practice II	3	0	12	7
MEC 1118	Introduction to Metals	3	2	0	4
MAT 1102	Vocational Math I	5	0	0	5
WLD 1103	Welding	0	0	3	1
		<u>18</u>	<u>4</u>	<u>27</u>	<u>29</u>

Practical Masonry

The Practical Masonry curriculum is designed to train individuals to enter the masonry trade with the knowledge and basic skills that will enable them to perform effectively. This program consists of classroom instruction and shop practice. Shop practice will be spent learning the use of tools and basic skills required of the trade. Simple specifications, blueprints, basic applied mathematics and various methods used in bricklaying are studied.

In addition, classroom instruction is provided in developmental subjects. This provides the student the opportunity to improve reading ability, spelling, basic communication skills, basic mathematics, personal habits, and human relation skills.

(Practical Masonry is a two-quarter certificate program taught only in correctional locations and is not available to the general student population.)

COURSE REQUIREMENTS FOR PRACTICAL MASONRY

FIRST QUARTER (FALL AND SPRING)

Course Title	Hours/Week			Qtr. Hrs. Credit
	(Class)	(Lab)	(Shop)	
MAS-P 1001 Practical Masonry I	5	0	20	11
MAT-P 1028 Mathematics I	5	0	0	5
EDU-P 1026 General Studies I	5	0	0	5
	15	0	20	21

SECOND QUARTER (WINTER AND SUMMER)

MAS-P 1002 Practical Masonry II	5	0	20	11
MAT-P 1029 Mathematics II	5	0	0	5
EDU-P 1027 General Studies II	5	0	0	5
	15	0	20	21

TOTAL CREDIT HOURS REQUIRED

42

Practical Nursing

The Practical Nursing Curriculum is designed to develop competencies in the following five components of practice as defined by the North Carolina **Nursing Practice Act, 1991**: participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; recording and reporting the results of the nursing assessment; participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State Law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by state law to provide such supervision; reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; reporting and recording the nursing care rendered and the client's response to that care.

Graduates of the Practical Nursing Curriculum are eligible to take the National Council Licensing Examination which is required to practice as a licensed practical nurse. Licensed practical nurses may be employed in hospitals, nursing homes, clinics, doctors' offices, industry and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in High School.

COURSE REQUIREMENTS FOR PRACTICAL NURSING (DAY ONLY)

FIRST QUARTER (FALL)

			Hours/Week			Qtr. Hrs. Credit
Course Title			(Class)	(Lab)	(Shop)	
NUR	101	Essentials of Nursing Practice	6	4	3	9
NUR	102	Pharmacology	1	2	0	2
BIO	101	Human Anatomy & Physiology I	3	2	0	4
PSY	102	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13	8	3	18

SECOND QUARTER (WINTER)

NUR	1102	Nursing of Adults I	9	2	15	15
BIO	102	Human Anatomy & Physiology II	3	2	0	4
PSY	120	Growth and Development	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	4	15	22

THIRD QUARTER (SPRING)

NUR	1103	Nursing of Women & Children	9	0	15	14
ENG	105	Composition I	5	0	0	5
NUT	1101	Nutrition & Diet Therapy	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			17	0	15	22

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FOURTH QUARTER (SUMMER)

NUR	1104	Nursing of Adults II	9	0	18	15
NUR	1105	Issues & Trends in Nursing	3	0	0	3
			<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>

TOTAL CREDIT HOURS REQUIRED 80

Developmental Studies

Those students scoring below the designated cut-off score on the placement tests for English, reading, and computation will be assigned to the appropriate developmental course(s). Any student who must take two or more developmental courses will be classified as a Developmental Studies student.

The courses listed below provide the student with the reading, writing and math skills needed to enter a vocational or technical program. Students who have to take only one developmental course, with the exception of REA 097, will be allowed to register in their curriculum and will take courses that can be worked into the schedule, provided those courses do not have a prerequisite in the developmental area required of the student. A list of curriculum courses having developmental prerequisites is below.

In deciding which courses without developmental prerequisites the student should take, the advisor will consider the area in which the student must take a developmental course.

Developmental Studies students who plan to enter a vocational curriculum will be required to take one or two math courses, one or two reading courses, and one English course; technical curriculum aspirants will be required to take one to three math, one to three reading and two English courses. Initial placement is based on entrance test scores. All students taking two or more developmental courses should take College Survival Skills (SOC 100), but this course is not mandatory. Some Developmental Studies students may take courses in their declared or intended majors, but only those courses not listed below as having developmental prerequisites. These students will be advised to limit their choices of the other curriculum courses to those requiring the least reading, writing, and computational competencies.

DEVELOPMENTAL COURSES

Course Title			Hours/Week (Class) (Lab)	Qtr. Hrs. Credit
RED 097	Reading and Study Skills – below 5.6 G.L.		10 0	10
RED 098	Reading I and Study Skills – 5.7-9.0 G.L.		5 0	5
RED 099	Reading II and Study Skills – 9.0-10.5 G.L.		5 0	5
ENG 098	Basic English I Grammar		5 0	5
ENG 099	Basic English II – Emphasis on Composition		5 0	5
MAT 097	Basic Mathematics I – Whole Numbers/ Fractions		5 0	5
MAT 098	Basic Mathematics II – Decimals Percents/Ratio & Proportion/Measurement		5 0	5
MAT 099	Basic Mathematics III – Introduction to Algebra		5 0	5
SOC 100	College Survival Skills		3 0	3

Writing

Students who score below the cut-off score in writing will be assigned to ENG 098 or 099.

Reading

Students who score below the cut-off score in reading will be assigned to the proper reading course based on their placement test scores.

Mathematics

Students who score below the cut-off score in mathematics will be assigned to the proper mathematics course based on their placement test scores.

REQUIRED COMPETENCY TESTS

All students whose placement test scores mandate developmental reading, mathematics, or English must pass a competency test in each course before being allowed to progress to the next course. A student who does not pass the competency test shall be given a grade of "I" (Incomplete) and must either enroll in the same course the next quarter or be assigned to Guided Studies for tutoring and completion of assigned work by the instructor. The Instructor shall make this determination based on the student's progress in the course. The student retaking the course shall receive the letter grade earned at the end of the second quarter, and the "I" shall become a "U" or an "S". The student assigned to Guided Studies may retake the competency test when the Chairman of Developmental Studies and the classroom reading teacher determine readiness. However, the instructor may require the student to retake the Computerized Placement Test and make a comparable score in order to exempt the next reading course.

A student may not receive an "I" if he or she does not pass the competency test on the second attempt.

Upon recommendation by the Chairman of Developmental Studies, a student taking a developmental course may also request — with justification — to retake the Computerized Placement Test. In order for a student to exempt a developmental course, this procedure must take place before the last day to register or add a course.

Students who score just above the cut-off score on the placement test

All ENG 105 students will be given a teacher-made test on the first day of class. Those students who score below the accepted score will be advised to change to ENG 098 or RED 099.

All MAT 107 and MAT 111 students will be given a teacher-made test on the first day of class. Those students who score below 70% on the test will be advised to change to MAT 106.

These students will not have to pass a competency test at the end of the course but must pass the course.

Notes



Curricula Course Descriptions

F-Fall quarter; W-Winter quarter; S-Spring quarter; SS-Summer quarter

ACC 120 Accounting I (F)

6 credit hours

Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting are presented. Collecting, summarizing, analyzing, and reporting information about the service and mercantile enterprises are also covered. The course includes practical application of the principles learned. 7 contact hours per week (5 class, 2 lab).

Prerequisite: MAT 105

Corequisite: MAT 105 for Accounting curriculum only.

ACC 121 Accounting II (W)

6 credit hours

This course is a study of planning and designing accounting systems, beginning with the design of chart of accounts through formal accounting statements. Emphasis is placed on concepts and principles in addition to mechanics. Includes in-depth study of asset and liability accounts such as cash, receivables, inventories, plant assets, intangible assets, current liabilities, long-term liabilities, and contingent liabilities. 7 contact hours per week (5 class, 2 lab).

Prerequisite: ACC 120

ACC 125 Accounting III (S)

6 credit hours

This course is a study of financial accounting as it relates to corporations and partnerships. Topics include partnership formation and organization, long-term liabilities, and investments, and the statement of cash flows. 7 contact hours per week. (5 class, 2 lab).

Prerequisite: ACC 121

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ACC 222 Intermediate Accounting I (W) 6 credit hours

This course continues the study of financial accounting. Studies the conceptual framework underlying financial accounting, including the development of accounting standards. Reviews the accounting cycle. Includes preparation of income statement, statement of retained earnings, and balance sheet. Studies time value of money. Continues the study of cash, receivables, and inventory. 7 contact hours per week (5 class, 2 lab).

Prerequisite: ACC 125

ACC 223 Intermediate Accounting II (S) 6 credit hours

This course continues the study of financial accounting. Includes accounting for plant assets, intangible assets, current liabilities, contingencies, long-term liabilities, stockholders' equity, and dilutive securities including earning per share computations. 7 contact hours per week (5 class, 2 lab).

Prerequisite: ACC 222

ACC 225 Cost Accounting (F) 6 credit hours

This course covers the nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. 7 contact hours per week (5 class, 2 lab).

Prerequisite: ACC 121

ACC 229 Taxes I (F,W) 4 credit hours

This course is an applied study of the preparation of individual Federal and State income tax returns and is an introduction to Federal and State taxation of business. 5 contact hours per week (3 class, 2 lab).

ACC 230 Taxes II (W) 3 credit hours

This course is an applied study of federal and state taxation of sole proprietorships, partnerships, and corporations. preparation of income tax returns, payroll deduction, payroll taxes, depreciation methods, capital gains and losses, and tax credits are covered in this course. 3 contact hours per week (3 class).

Prerequisite: ACC 229

ACC 269 Auditing (S) 4 credit hours

This course gives the student an understanding of the auditor's function and responsibility in the economic environment. The student will study the theory and practices of auditing standards, ethics, terminology, procedures, and reports. Emphasis is placed on detailed audits, internal auditing, and internal control. 5 contact hours per week (3 class, 2 lab).

Prerequisite: ACC 222

ACC 270 Microcomputer Accounting (S) 3 credit hours

This course is designed to enable students to learn how computers are used in today's businesses. The course does not require any prior knowledge of computers; however, knowledge of some accounting principles is essential to appreciate and understand the computer applications. 4 contact hours per week (2 class, 2 lab).

Prerequisites: ACC 120, ACC 121

ART 205 History and Appreciation of Art (W,S) 5 credit hours

This course attempts to establish an understanding of art, to develop an appreciation for the relationship between art and man, and to study art in a cultural environment. Art appreciation gives students an international perspective by showing them the history of the world through the art and cultural artifacts of major civilizations. 5 contact hours per week (5 class).

BIO 099 Pre-College Biology 3 credit hours

This course is designed to prepare the student with a limited science background for further study in college-level biology courses. An overview of the organization and physiology of biological systems is presented with emphasis on concepts universal to all organisms. In addition, basic laboratory skills essential to scientific investigation are developed. This course will not satisfy graduation requirements. 3 contact hours per week (3 class).

BIO 101 Human Anatomy and Physiology I 4 credit hours

This course is a beginning study of the human body as an integrated system. Topics to be covered in this course will include basic biochemistry, cellular structure and function, fluid and electrolyte balance, and acid-base balance. Special emphasis is placed on the skeletal, muscular, integumentary, and nervous systems as well as special senses. 5 contact hours per week (3 class, 2 lab).

Prerequisite or corequisite: Priority given to nursing students due to limited lab space. College Transfer students by permission of Nursing Department chairman on space available basis.

BIO 102 Human Anatomy and Physiology II 4 credit hours

This course is continuation of Human Anatomy and Physiology I. Special emphasis is placed on the endocrine, respiratory, cardiovascular, digestive, urinary, and reproductive systems. 5 contact hours per week (3 class, 2 lab).

Prerequisite: BIO 101 with a grade of "C" or better.

BIO 103 Advanced Human Physiology (S) 4 credit hours

This course provides the student with a basic understanding and appreciation of the human physiological processes and the interrelationships between the major organ systems in their maintenance of homeostasis. Special emphasis is placed on neural and hormonal coordination, circulation, respiration, and excretion as well as water and electrolyte balance. 5 contact hours per week (3 class, 2 lab).

Prerequisite: BIO 102 with a grade of "C" or better.

BIO 104 Microbiology (S) 4 credit hours

This course involves a study of the basic principles related to microorganisms, their transmission, and disease potential. The characteristics of bacteria, fungi, rickettsiae, viruses, protozoa, and helminths are presented with emphasis on modes of transmission and pathophysiology. 5 contact hours per week (3 class, 2 lab).

Prerequisite: BIO 102 with a grade of "C" or above. Required for ADN students. Others by permission of the Nursing Department Chairman on a space available basis.

BIO 111 General Biology I (F,W) 6 credit hours

This course includes an introduction of the principles and basic concepts of biology. It includes a study of the chemical and cellular basis of life, energy transformations, genetic engineering, microbiology, immunology, and mechanisms of evolution. 7 contact hours per week (5 class, 2 lab).

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BIO 112 General Biology II (S)

6 credit hours

This course is a continuation of BIO 111. Topics covered include surveys of both the plant and animal kingdoms, plant biology, fundamental principles of animal biology with a human emphasis, behavior patterns and ecology. 7 contact hours per week (5 class, 2 lab).

Prerequisite: BIO 111

BPR 1104 Blueprint Reading I: mechanical (F,S)

2 credit hours

This course covers the interpretation and reading of blueprints. Information on the basic principles of blueprint lines, views, dimensioning procedures and notes will be discussed. 3 contact hours per week (1 class, 2 lab).

BPR 1105 Blueprint Reading II: Mechanical (W)

2 credit hours

This course involves further practice in interpretation of blueprints as they are used in industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. 3 contact hours per week (1 class, 2 lab).

Prerequisite: DFT 1104

BPR 1106 Blueprint Reading III: Mechanical (S)

2 credit hours

This course covers advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabric construction and assembly are discussed. 3 contact hours per week (1 class, 2 lab).

Prerequisite: DFT 1105

BPR 1110 Blueprint Reading: Building Trades (W)

2 credit hours

This course covers the principles of interpreting blueprints and trade specifications common to the building trades. Students will develop proficiency in making three-view and pictorial sketches. 3 contact hours per week (1 class, 2 lab).

BPR 1113 Blueprint Reading: Electrical (SS)

2 credit hours

Interpretation of schematic symbols and types of electrical drawings applicable to electrical installation, maintenance and troubleshooting. Use of recognized industry standards for uniform interpretation and application. Emphasis on sketching typical circuits commonly used in industry. 3 contact hours per week (1 class, 2 shop).

Prerequisite: DFT 1110 for Electrical installation and Maintenance students only.

BPR 1117 Blueprint Reading: Welding (W)

3 credit hours

Emphasis is placed on interpretation and reading of blueprints. Information is provided on the basic elements of the blueprint: lines, views, dimensioning procedures, and notes. A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications are introduced. 4 contact hours per week (2 class, 2 lab).

BUS 115 Business Law I (W)

5 credit hours

This is a course designed to acquaint the student with certain fundamentals of business law including law and judicial system, regulation and consumer protection, contracts, and personal property and bailments. Also included are the Uniform Commercial Code and a study of cases and problems. 5 contact hours per week (5 class).

BUS 116 Business Law II (S)**5 credit hours**

This course is a study of business law pertaining to sales, commercial paper, agency employment, business organizations, real property and inheritance. where applicable, emphasis will be on the Uniform Commercial Code. 5 contact hours per week (5 class).

Prerequisite: BUS 115

BUS 123 Business Finance I (F)**3 credit hours**

This course involves a study of the financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. 3 contact hours per week (3 class).

Prerequisites: RED 099, MAT 098 or satisfactory placement scores.

BUS 206 Business Communications (S)**3 credit hours**

In this course, students develop skills and techniques in writing business correspondence. The course emphasizes the composing and typing of action – getting sales letters, business reports, and letters involving credit, collections adjustments, complaints, orders, acknowledgments, remittances, and inquiries. 3 contact hours per week (3 class).

Prerequisites: ENG 105, OSC 102

BUS 209 Introduction to Business (S)**5 credit hours**

This course is a survey and operational analysis of business administration and organization. Consideration is given to such topics as legal forms of business, management, marketing, risk, accounting, and governmental regulation. 5 contact hours per week (5 class).

BUS 233 Human Resources Management (F,S)**3 credit hours**

This course covers the principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits, and security. 3 contract hours per week (3 class).

BUS 235 Business Management (W)**3 credit hours**

This course covers the principles of business management, including an overview of major functions of management planning, organizing, directing and controlling. Also covered will be a clarification of the decision-making function versus the operating function. Role of management in business — qualifications and requirements will be discussed. 3 contact hours per week (3 class).

BUS 247 Business Insurance (W,S)**3 credit hours**

This course is a presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. 3 contact hours per week (3 class).

BUS 272 Principles of Supervision (W)**3 credit hours**

This course introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of supervisor. Methods of supervision are stressed. 3 contact hours per week (3 class).

BUS 1106 Business and Industrial Organizations (SS)**3 credit hours**

This course is an introduction to the business world, government regulations, legal forms, management, internal organization, personnel management, production management, corporate financing, risk management and insurance, accounting, and marketing. 3 contact hours per week (3 class).

CAS 102 Microcomputer Spreadsheets I (SS) 3 credit hours

An introduction to the use of a typical spreadsheet program. The course includes program installation and initialization, command structure and syntax, data types, use of programming formulae, use of what if projections, graphs, data base manipulations and report preparation. 4 contact hours per week (2 class, 2 lab).

Prerequisites: CSC 112, ACC 120 and MAT 106 or MAT 107; developmental requirements in reading.

CAS 106 Microcomputer DBMS I (S) 3 credit hours

An introduction to one of the popular data base management programs. This course includes program structure and syntax, file creation and maintenance, information retrieval, display and report preparation. 4 contact hours per week (2 class, 2 lab).

Prerequisite: ACC 120, CSC 112 and MAT 106 or MAT 107; developmental requirements in reading.

CAS 110	Introduction to Microcomputers and Applications (F,W,S,SS)	3 credit hours
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An introduction to the operations and use of microcomputers using the MS-DOS operating system and an introduction to the use of business software packages. 4 contact hours per week (2 class, 2 lab).

Prerequisite: Satisfactory completion of developmental requirements in math and reading.

CAS 130 Microcomputer Desktop Publishing (S,SS) 2 credit hours

An introduction to Desktop Publishing software. Topics include concepts and terminology, page layout and design, editing, importing and manipulation of images and print configurations. 3 contact hours per week (1 class, 2 lab).

Prerequisite: OSC 105, CSC 109, CAS 110 and MAT 106 or MAT 107

CAS 170	Microcomputer Networking (SS)	4 credit hours
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This course will permit students to set up a popular networking system from the uncrafting to the completed operating network system. Also other types of networking systems will be evaluated. 5 contact hours per week (3 class, 2 lab).

Prerequisites: CSC 112 and MAT 106 or MAT 107.

CAS 220	Microcomputer DBMS II (SS)	4 credit hours
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A continuation of CAS 106, covering advanced features such as menus, views and relationships, transporting files and programming complex reports. 5 contact hours per week (3 class, 2 lab).

Prerequisites: CAS 106, ACC 121, ACC 270

CAS 240 Microcomputer Spreadsheets II (SS) 3 credit hours

A continuation of CAS 102. The focus is on typical business applications that can more effectively utilize the advanced functions. Emphasis is on the use of linked spreadsheets, complex macro instructions and menus. 4 contact hours per week (2 class, 2 lab).

Prerequisites: CAS 102, ACC 121, ACC 270

CJC 101 Introduction to Criminal Justice (F) 5 credit hours

This course is designed to familiarize the student with the philosophy and history of law enforcement, the courts, and corrections. Emphasis will be placed on the duties, and responsibilities, and legal limitations of the various agencies. An overview of criminal justice as a career will also be examined. 5 contact hours per week (5 class).

CJC 102 Constitutional Law (F) 5 credit hours

This course will provide an examination of the United States Constitution and its importance to American jurisprudence. Legal decisions pertinent to contemporary law enforcement, courts, and correctional agencies will be studied. Included will be issues concerning the concepts of federalism, the right to privacy, and the protection of individual and civil rights.

CJC 103 Introduction to Corrections (W) 5 credit hours

This course is a study of the organization and function of correctional systems in America. A historical perspective of corrections, as well as current philosophies concerning offender treatment, the principles of punishment and rehabilitation, and current issues in corrections, will be discussed.

CJC 104 Criminology (S) 5 credit hours

This is a general course designed to provide students with an overview of the theoretical causations of crime and delinquency. Criminal behavior and society's reaction to it will be discussed. 5 contact hours per week (5 class).

CJC 105 Criminal Justice Counseling (S) 3 credit hours

This course is intended to give the student a criminal justice perspective of counseling issues. Included will be an examination of specific strategies and techniques designed to enhance communication skills. Emphasis will be placed on building skills and self-awareness. 3 contact hours per week (3 class).

Prerequisite: PSY 101

CJC 106 Criminal Evidence and Procedure (SS) 3 credit hours

This course will introduce students to basic courtroom procedures from first appearance through final case disposition. The application of the rules of evidence in the criminal justice process will be covered. 3 contact hours per week (3 class).

Prerequisites: CJC 101, CJC 102

CJC 107 Criminal Law (F) 5 credit hours

This course includes a history of development and philosophy of criminal law to include theoretical and practical application. Major crimes, as defined by the North Carolina General Statutes, will be examined. 5 contact hours per week (5 class).

Prerequisite: CJC 102

CJC 108 Substance Abuse (F) 3 credit hours

This course examines the development and history of substance abuse in the United States. Emphasis is placed upon identifying the characteristics of various drugs and drug abusers, contemporary health and social problems resulting from drug abuse, and the implications of substance abuse for the criminal justice community. 3 contact hours per week (3 class).

CJC 201 Police Organization and Administration (W) 5 credit hours

This course is structured to provide students with an overview of police organization and management issues. Emphasis is placed upon the application of organizational principles. An actual law enforcement agency proposal is developed. 5 contact hours per week (5 class).

Prerequisite: CJC 101

CJC 202 Juvenile Delinquency (W) 5 credit hours

This course examines the prevention, control, and treatment of juvenile delinquency. Emphasis is placed upon the juvenile court process, juvenile corrections, and family influences on delinquency. Actual case analysis is included. 5 contact hours per week (5 class).

Prerequisite: CJC 104 (No prerequisite for non-Criminal Justice majors.)

CJC 203 Community Relations and Ethics (S) 3 credit hours

This course explores ethical concepts in criminal justice and the judicial process as a whole. Other topics covered include police professionalism as it relates to community relations, police training, possible solutions to improve the public's perception of the police, and the critical analysis of cases involving ethical issues. 3 contact hours per week (3 class).

Prerequisites: CJC 101, CJC 201

CJC 204 Criminal Investigations (S) 5 credit hours

This course introduces the student to the fundamentals of criminal investigations. Procedures of the investigative process are discussed and applied in simulated investigations. Case preparation is developed with respect to judicial considerations and legal issues. 6 contact hours per week (4 class, 2 lab).

Prerequisites: CJC 106, CJC 107

CJC 205 Community-Based Corrections (SS) 5 credit hours

This course examines the efforts to change offender behavior and to facilitate the development of offender-community relations. Emphasis is placed upon alternatives to incarceration, the theoretical concepts of probation and parole, community supervision, temporary and pre-release programs, community service, and other rehabilitative strategies. 5 contact hours per week (5 class).

Prerequisite: CJC 103

CJC 206 Criminalistics (SS) 5 credit hours

This course provides an overview of forensic science and its application and relationship to law enforcement interests. Emphasis is placed upon crime scene processing, handling and packaging of physical evidence, trace evidence, and other relevant topics. The practical application of evidence gathering skills and written documentation are developed. 6 contact hours per week (4 class, 2 lab).

Prerequisite: CJC 204.

CJC 207 Criminal Justice Issues Forum (SS) 3 credit hours

This course offers eighth quarter criminal justice students an opportunity to examine relevant and critical issues facing our society. A seminar format is utilized to encourage the critical analysis of information. 3 contact hours per week (3 class).

Prerequisites: CJC 101 through CJC 204 inclusive.

CJC 208	Work Experience: Internship (F,W,S,SS)	1 credit hour
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This course offers eighth quarter criminal justice students an opportunity to experience the workplace of a local criminal justice agency and integrate concepts discussed in class into real-life situations. Students will be supervised by the Criminal Justice Department Chairman and agency staff. Students will complete a minimum of 10 contact hours per week. (10 clinical hours).

Prerequisite: Consent of Criminal Justice Department Chairman

COE 101-106 Co-op Practicum (F,W,S,SS)

0010-201-2 Through the Cooperative Education Program the student works on a part-time basis in a position related to his/her program of study and for an employer selected and/or approved by the college. In addition to an on-the-job supervision by the employer, the student is contacted periodically by his/her college co-op instructor/coordinator. Credit hours for the practicum are determined by dividing the average number of hours worked per week by 10 and rounding to the nearest whole number. A co-op practicum student may receive a maximum of two credit hours during any one quarter. Grade will be based on the employer's evaluation of the student's work performance and the degree to which measurable learning objectives are accomplished each co-op period.

Prerequisite: Full admission to the Co-op program.

CSC 101 Microcomputer Programming in 'C' (W) 4 credit hours

An introduction to the 'C' software development language. Topics include the basic syntax, data input/output, functions, numeric and string arrays. 5 contact hours per week. (3 class, 2 lab).

Prerequisites: CSC 112, MAT 121, ACC 121

CSC 103 Microcomputer Programming in BASIC I (F) 3 credit hours

An introduction to business computer programming using BASIC. The course will provide students with a foundation in the terminology, concepts and procedures used in computer programming and an appreciation of the capabilities of microcomputer programs. 4 contact hours per week (2 class, 2 lab).

Prerequisites: CSC 112, ACC 121

CSC 109 Microcomputer Operating System (F) 2 credit hours

This course covers in detail the most commonly used functions of the MS-DOS operating system. The emphasis is on system configuration, managing data on disks, use of batch files, menu systems, installation of hardware and software, DOS utilities, and data security. 2 contact hours per week (2 class).

Prerequisite: Satisfactory completion of remedial requirements in math and reading.

CSC 111 Introduction to Computer Science (F) 5 credit hours

This course gives an introduction to computer science and data processing concepts. It includes a brief history of computers and an introduction to terminology, hardware, storage devices, operating systems, programming languages, application software, computer security and the place of computers in our future. It also includes a brief introduction to BASIC programming. 5 contact hours per week (5 class).

CSC 112 Microcomputer Program Logic and Planning (W) 3 credit hours

An introduction to problem analysis and to the development of solutions. Emphasis is on the analysis of typical business problems and the symbolic depiction of alternate solutions using flowcharts, decision tables and pseudocode. The solutions developed are language and system independent. 4 contact hours per week (2 class, 2 lab).

Prerequisites: CAS 110, CSC 109, MAT 105

CSC 204 Microcomputer Programming in BASIC II (W) 3 credit hours

A continuation of CSC 103. Advanced computer programming techniques, including numeric and string arrays, sorting algorithms, direct access files, indexed files and report formats. 4 contact hours per week (2 class, 2 lab).

Prerequisites: CSC 103, MAT 121

DFT 240 Computer Aided Drafting (W) 5 credit hours

The course introduces the student to computer aided drafting and design equipment. Skill in the use of CAD equipment is developed by both lectures and hands-on experience. Mechanical design problems are solved and drawings are produced by use of the equipment. 8 contact hours per week (2 lecture, 6 lab).

Prerequisite: DFT 102

DFT 1118 Pattern Development & Sketching (S) 1 credit hour

This course is a study of the methods involved in the development and layout of various pipe intersections. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. 3 contact hours per week (3 shop).

ECO 201 Macroeconomics (W) 5 credit hours

A study of the market process, the creation of money, the measurement of national output, the business cycle, economic stabilization, income distribution, and consumer demand. This coverage is primarily macroeconomic in scope. 5 contact hours per week (5 class).

Prerequisite: RED 099 or satisfactory placement test score.

ECO 202 Microeconomics (S) 5 credit hours

A study of the theory of the firm, the operation of real world markets, the united States economy, and international trade. This coverage is microeconomic in scope. 5 contact hours per week (5 class).

Prerequisite: RED 099 or satisfactory placement test score.

EDU-P 1026 General Studies I (F,S) 5 credit hours

This is a developmental course designed to provide instruction in reading and writing, including vocabulary and spelling. Individual goals are established for each student and he is encouraged to move through the course at a level and rate convenient with his background and skills. 5 contact hours per week (5 class).

EDU-P 1027 General Studies II (W,SS) 5 credit hours

This course is a continuation of EDU-P 1026 with concentration in the area of writing simple sentences and paragraphs. 5 contact hours per week (5 class).

Prerequisite: EDU-P 1026

ELC 101 Fundamentals of Electricity I (F) 5 credit hours

Elementary principles of electricity are covered including the following: (1) basic electric units, Ohm's Law, Kirchhoff's Law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sine wave analysis, and non-resonant resistive, inductive and capacitive networks, and (2) relating the specific segments of these elements to the associated laboratory experiences, and from this developing the ability to produce competent written reports on each experiment. 7 contact hours per week (3 class, 4 lab).

Corequisite: MAT 106 or MAT 111

ELC 102 Fundamentals of Electricity II (W) 5 credit hours

This course is a continuation of ELC 101 and includes the following: (1) series and parallel resonant circuit analysis, resonant and non-resonant transformer analysis, basic polyphase circuit analysis, basic power supply analysis, introduction to electromechanical devices, and introduction to non-linear resistive control devices, introduction to computer method of circuit analysis, and (2) relating the specific segments of these elements to the associated laboratory experiences, and from this developing the ability to produce competent written reports on each experiment. 7 contact hours per week (3 class, 4 lab).

Prerequisite: ELC 101

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ELC 1101 Direct Current

4 credit hours

This course is a study of the fundamental concepts of direct current electricity, utilizing applications and calculations of current, voltage, resistance, and power rules in electrical circuits. Emphasis is placed on construction of DC circuits and using test equipment to verify electrical principles learned in class. 8 contact hours per week (2 class, 6 shop).

ELC 1102 Alternating Current

4 credit hours

This course is designed to be a presentation of the fundamental concepts of alternating current flow, reactance, impedance, phase angle, power and resonance. Emphasis is placed on analysis of AC circuits and lab experiments are used to reinforce concepts introduced in class. 6 contact hours per week (2 class, 4 lab).

Prerequisite: ELC 1101 or permission of instructor

ELC 1103 Basic Wiring Practices I

4 credit hours

This course provides instruction in the identification and safe use of the tools and materials common to electrical installations. Topics to be covered include: National Electrical Code, electrical blueprint reading, planning, layout and the installation of electrical distribution equipment, lighting, overcurrent protection, conductors, branch circuits and conduits. Practical laboratory experience will be used to reinforce topics covered in the classroom. 8 contact hours per week (2 class, 6 shop).

ELC 1104 Basic Wiring Practices II

6 credit hours

This course is intended to add to the student's knowledge of electrical tools, materials, and test equipment. The focus in this course will be on application of skills and techniques learned in Basic Wiring Practices I through the use of shop experiences, and whenever possible, by the use of live projects. Electrical job site and industrial safety will be stressed throughout the course. The use and understanding of the National Electrical Code with regard to specific applications will be introduced. 12 contact hours per week (3 class, 9 shop).

Prerequisite: ELC 1103 or permission of instructor

ELC 1105 Electrical Formulas and Computations

3 credit hours

Topics covered in this course will be directed to those mathematical areas employed in the electrician's field. Emphasis will be placed on whole numbers, fractions, decimals, simple formulas, powers, and roots. Practical application and problems furnish the student with experience in wire size, electrical loads, and simple electrical formulas. The student should be able to solve simple mathematical problems. 3 contact hours per week (3 class).

Prerequisite: MAT 1102 or permission of instructor

ELC 1106 National Electrical Code

4 credit hours

This course provides instruction in the use and interpretation of the National Electric Code. Emphasis will be placed on solving practical field problems by interpreting specific articles, using tables, and performing code calculations to insure safe installations. 4 contact hours (4 class).

ELC 1107 Industrial Control Fundamentals

7 credit hours

This course provides instruction in the fundamental concepts of industrial motor control systems and their installation. Topics include: electro-mechanical devices, schematics and wiring diagrams, relay ladder logic, solid state devices, motors and controllers, National Electric Code requirements, and wiring techniques. 15 contact hours per week (3 class, 12 shop).

Prerequisite: ELC 1102 or permission of instructor.

ELC 1109 Computer Applications for Electricians 4 credit hours

This course will introduce the electrical student to the use of the IBM and IBM compatible personal computers, DOS, hardware, electrical specific software, basic word processing and integrated software will be covered. Emphasis is placed on using software for electrical calculations, applications, and computer programming of machine controls. 5 contact hours per week (3 class, 2 lab).

ELC 1112 Direct and Alternating Current-Electronics (F) 8 credit hours

This course is a study of the structure of matter and the electron theory, the relationship between voltage, current, and resistance in series, parallel and series-parallel circuits. Topics included will be an analysis of direct current by Ohm's Law and Kirchhoff's Law, sources of direct current potentials, fundamental concepts of alternating current flow, a study of reactance, impedance, phase angle power and resonance, and alternating current circuit analysis. 14 contact hours per week (5 class, 9 shop).

ELC 1113 AC & DC Machines & Controls (S, SS) 8 credit hours

Provides fundamental concepts of DC, single phase and three phase rotating machines. Emphasis on identification, basic construction, types, characteristics and connections for the most common types of rotating machines. Involves basic control concepts and typical control devices. Features use and application of starters, push buttons and relays. 14 contact hours per week (5 class, 9 shop).

Prerequisites: ELC 1114, MAT 1115

ELC 1125 Commercial & Industrial Wiring (W) 11 credit hours

Course provides elementary principles of commercial and industrial installations. Special circuits and applications, wiring methods and introduction to raceway wiring systems. Emphasis of blueprint reading and National Electrical Code. 17 contact hours per week (8 class, 9 shop).

ELC 1135 Electrical Maintenance (SS) 3 credit hours

Course is designed to provide a general knowledge of maintenance procedures of modern electrical equipment. service and inspection of load centers, starters, motors, etc. Emphasis on use of published standards and manufacturers information as a guide to effective maintenance. 5 contact hours per week (2 class, 3 shop).

ELN 105 Semiconductor Devices (S) 6 credit hours

This course presents a detailed study of the characteristics of solid state control devices. Items covered include diodes, BJT, FET, and UJT transistors, parameters of the common emitter, common base, and common collector circuit configurations, transistor biasing and amplifier coupling techniques and classes of operations. Laboratory experimentation for each topic is included. 8 contact hours per week (4 class, 4 lab).

Prerequisite: ELC 102

ELN 205 Applications and Analysis of Control Devices (SS)**6 credit hours**

This course presents a comprehensive study of solid state devices and practical applications of these devices to circuits, such as multitransistor amplifiers, regulators, modulators, detectors, oscillators, operational amplifiers, active filters, gates and counters. Laboratory experiments for each topic are included. Instruments are used in the laboratory to collect data, verify math predictions, and troubleshoot. 8 contact hours per week (4 class, 4 lab).

Prerequisite: ELN 105

ELN 210 Digital Electronics I (SS) 6 credit hours

Prerequisite: ELN 105

ELN 214 Digital Electronics II (F) 6 credit hours

Prerequisite: ELN 210

ELN 215 Introduction to Microcomputers (F) 6 credit hours

Prerequisite: ELN 210

ELN 221	Electronics Communication Systems (W)	5 credit hours
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Prerequisites: ELN 205, MAT 201

ELN 223	Microprocessor Interfacing and Troubleshooting (W)	6 credit hours
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Prerequisite: ELN 215

ELN 224 Advanced Microprocessor Systems (S) 6 credit hours

This course provides an introduction to the use of 16-bit and 32-bit microprocessor. Topics include CPU operating concept, hardware architecture, assembly language (hardware programming), memory interface, I/O interfacing, peripheral device, and interrupt processing. The experiments are done using the 16-bit trainer module containing both 68000 and 80186 microprocessors, with the communication system that permits the exchange of program fields between the microprocessor Training System and an IBM Personal Computer. 8 contact hours per week (4 class, 4 lab).
Prerequisite: ELN 223

ELN 226 Programmable Logic Controllers (S) 3 credit hours

This course is designed to give fundamentals of a PLC system. It focuses on the underlying principles of how PLC's work and provides practical information about installing, programming and maintaining a PLC system. Topics include PLC hardware component, number systems and codes, fundamentals of logic, basics of PLC programming, developing fundamental PLC wiring diagram and ladder programs, programming timers, programming counters, PLC installation practices, editing, and troubleshooting. Laboratory experiments for each topic are included. 4 contact hours per week (2 class, 2 lab).
Prerequisites and/or Corequisites: ELC 102, CSC 101

ELN 227 Robotics (S) 4 credit hours

This course is designed to introduce the field of robotics. Specific topics will include the fundamentals of robotic operation, including basic features of the manipulator, robotic actuation components, servo system control, and basic microprocessor software and hardware. Emphasis is on the use of the microprocessor controller, data acquisition, data handling and conversion, voice synthesis, and robotic interfacing, using the microcomputer as an analytic device. Laboratory experiments for each topic are included. 5 contact hours per week (3 class, 2 lab).
Prerequisites and/or Corequisites: ELN 214, ELN 223

ELN 250 Electronics Design Project (S) 3 credit hours

This is a laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model, construct, test, and evaluate the working model of the selected project. 6 contact hours per week (6 lab).

ELN 1118 Industrial Electronics I (S,SS) 5 credit hours

This course is a study of basic theory, characteristics, and application of solid state devices. The study includes use and identification of typical devices as used in basic rectifier, Amplifier and control circuits. Emphasis on basic soldering procedures. Schematic symbols for basic solid state devices are introduced. 9 contact hours per week (3 class, 6 shop).
Prerequisite: ELC 1112 or ELC 1101 and ELC 1102

ELN 1119 Industrial Electronics II (SS) 7 credit hours

A study of various industrial control applications, featuring the use of electronic circuitry. Variable speed motor controls are covered in detail. Service and troubleshooting procedures are included. Programmable logic controllers are introduced. 11 contact hours per week (5 class, 6 shop).
Prerequisite: ELN 1118

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ELN 1121 Introduction to Automated Systems (S) 6 credit hours

This course is designed to cover three important topics in the automation field. The topics are microprocessors, programmable logic controllers and robotics. The focus of the course is systems; the microprocessor is described on the basis of a bus structure and the relationships among the various components that make up the working system. Robots are viewed as part of a production system that includes the production process machinery, the robot sensors, safety hardware and the programmable logic controller which orchestrates the entire operation. 8 contact hours per week (4 class, 4 lab).

ELN 1125 Introduction to Programmable Logic Controllers (SS) 4 credit hours

This course is designed to introduce the student to programmable logic controllers and their applications. Topics to be covered include: input and output modules and devices, power supplies, installation of PLCs and interfacing of equipment. 5 contact hours per week (3 class, 2 lab). Prerequisite: ELC 1107, ELC 1109 or permission of instructor.

ELN 1128 Digital and Linear Integrated Circuits (S) 6 credit hours

New technology in integrated circuits (IC), both digital and linear, are studied through use of text, lab manuals, and hands-on trainers. The student learns the purpose and function of IC electronics in commercial and industrial application. The use of the microcomputer is one of the greatest evolutions in electronics. The key to properly servicing these integrated circuits is a thorough understanding of the theory and function of these micro-integrated circuits. 12 contact hours per week (3 class, 9 shop).

Prerequisites: ELC 1112, ELC 1113

ENG 098 English I (F,W,S) 5 credit hours

This is a grammar course designed for students needing to strengthen language skills before entering ENG 105 (Composition I), or ENG 1102 (Communication Skills). Instruction emphasizes recognition of parts of speech, subject/verb recognition, verb usage, noun and verb endings, simple punctuation, and complete sentences. 5 contact hours per week (5 class).

ENG 099 English II (F,W,S) 5 credit hours

This course is a continuation of ENG 098. The course is designed for students needing to strengthen their writing skills before entering ENG 105 (Composition I), or ENG 1102 (Communication Skills). Instruction emphasizes correct sentence structure (grammar and punctuation review as necessary) and basic paragraph writing skills. Specifically, students will learn how to write topic sentences, adequate developing sentences, and concluding sentences, as well as learn how to compose various types of paragraphs. 5 contact hours per week (5 class).

Prerequisite: ENG 098 or satisfactory placement test score.

ENG 105 Composition I (F,W,S) 5 credit hours

This is a beginning college-level composition course in which the student studies grammar, punctuation, and composition skills; also, he is acquainted with library research skills. The overall course objective is to help the student write paragraphs and essays that say something, are logical, and are free of obvious errors (5 class).

Prerequisite: ENG 099 or satisfactory placement test score.

ENG 106 Composition II (W,S)

5 credit hours

This course is a continuation of English 105, with primary emphasis on writing longer essays and a research paper. Students will continue to study and review topics important to English 105: usage, punctuation, effective sentence structure, and exposition skills. In addition, students will learn how to perform library research and how to present their findings in a well-written, correctly documented paper. The overall course objective is to help students write essays and a research paper that say something, are logical, and are free of obvious errors. 5 contact hours per week (5 class).

Prerequisite: ENG 105

ENG 107 Introduction to Literature (S)

5 credit hours

This is a course designed to acquaint students with the various literary genres — fiction (short stories particularly), poetry, and drama. Students will learn how to analyze the various genres and will learn how to write critical essays about each kind of literature. Introduction to literature will prepare students for most literature survey courses. 5 contact hours per week (5 class).

Prerequisite: ENG 106

ENG 222 American Literature Before 1865 (F)

5 credit hours

In this course students study the works of major American literary figures such as Irving, Emerson, Thoreau, Cooper, Hawthorne, Melville, and Poe. Attention is given to the historical and social background of the various works. Students are expected to utilize the library extensively in order to write a major research paper on an important literary topic. 5 contact hours per week (5 class).

Prerequisite: ENG 106

ENG 223 American Literature Since 1865 (W)

5 credit hours

This course is a continuation of English 222. Students read and study works by and about outstanding literary figures such as Whitman, Dickinson, Frost, Sandburg, O'Neill, Williams, Hemingway, and Faulkner. Attention is given to the historical and social backgrounds of the various works. Students are expected to utilize the library extensively in order to write a major research paper on an important literary topic. 5 contact hours per week (5 class).

Prerequisite: ENG 106

ENG 250 Introduction to the Theatre (S)

5 credit hours

This course is an introduction to both the practice and literature of the theatre; it is a survey of the artists of the theatre and dramatic literature from Greece to the present. 5 contact hours per week (5 class).

ENG 1102 Communication Skills (W,S,SS)

3 credit hours

Provides instruction in the fundamentals of written and oral communication at use in the world of work. The course is also designed to improve listening skills and reading skills. Practical application of basic communication methods is the primary aim of this course. Students should be able to find areas of practical application for such skills in the vocational realm. A word processing workshop is included in the course. 3 contact hours per week (3 class).

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GEO 101 World Geography (F,S)

5 credit hours

The influence of geography on man's cultural, economic, political and military activity and development, past and present. Study will focus on the major regions of North America, Central and South America, Europe, the Middle East, Africa, the Soviet Union, Australia, and South, East, and Southeast Asia. 5 contact hours per week (5 class).

Prerequisites: ENG 098, RED 099 or satisfactory placement test score.

GRO 230 Gerontology (W)

3 credit hours

This course is a scientific study of the physical and pathological aspects of aging. Students should become aware of aging as part of the human life cycle. The course surveys the physical, psychological, and social changes occurring in late middle age and old age with emphasis on the care and treatment of the aged in our society. 3 contact hours per week (3 class).

HIS 101 Early European Civilization (F,S)

5 credit hours

A study of European Civilization from its development in the ancient Near East through the Renaissance. Major cultural, social, economic, political, religious, and military trends will be developed and traced through history to establish the antecedents of modern European Civilization. 5 contact hours per week (5 class).

Prerequisites: ENG 099, RED 099 or satisfactory placement test scores.

HIS 102 Modern European Civilization (W,SS)

5 credit hours

This course traces the development of European Civilization from the Renaissance through the late 20th century. It will concentrate on such themes as the rise of the nation state, the impact of the French Revolution, the industrial revolution, the growth of democracy, the challenges of fascism and communism, the great World Wars, and the Post World War II era. Science, literature and the arts also will be discussed. 5 contact hours per week (5 class).

Prerequisites: ENG 099, RED 099 or satisfactory placement test scores.

HIS 201 American Civilization to 1877 (F,W,SS)

5 credit hours

This course is a general survey of United States history from the European discovery and colonization of North America until the end of Reconstruction. Aspects of American cultural, political, economic and military history will be explored to explain the nation's early growth and development. 5 contact hours per week (5 class).

Prerequisites: ENG 099, RED 099 or satisfactory placement test scores.

HIS 202 American Civilization since 1877 (W,S)

5 credit hours

This course is a general survey of United States history from the end of Reconstruction until the present. Aspects of American cultural, political, economic and military history will be explored to explain the nation's development into a super power and the role it plays in the modern world. 5 contact hours per week (5 class).

Prerequisites: ENG 099, RED 099 or satisfactory placement test scores.

HIS 205 African-American History (S,SS)

5 credit hours

This course is a general survey of the unique and varied contributions which African-American members of the U.S. society have made from the colonial period through the current age. The course supplements general knowledge about the accomplishments of the more recognized Black historical figures, but primary emphasis is placed on the largely unrecognized historical figures who contributed greatly to the growth and development of the nation. 5 contact hours per week (5 class).

Prerequisites: HIS 201, HIS 202 or with permission of the instructor

HIS 206 North Carolina History (S,SS) 5 credit hours

This course explores the history of North Carolina from the colonial era to the late-twentieth century New South expansion era. The course attempts to define the cultural, geographical, and social influences that provoked the radical changes the colony endured during transition into a largely agrarian state and, later, into a post-industrial-age, technological/agrarian leader. The course explores the efforts and accomplishments of the leaders whose names now grace maps of the region and attempts to reveal how changing social climates have brought about the massive changes the state has endured in three centuries of growth. 5 contact hours per week (5 class).

Prerequisites: HIS 201, HIS 202 or with permission of the instructor.

HIS 250-252 Special Topics in History America at War in the Twentieth Century (S) 5 credit hours

A course exploring how philosophy, technology, geography, and economics have served the United States at war in the twentieth century. 5 contact hours per week (5 class).

Prerequisites: HIS 201, HIS 202 or with permission of the instructor.

Women in United States History and Government (S) 5 credit hours

A course exploring the unique contributions of women in the emergence of the United States as global power. 5 contact hours per week (5 class).

Prerequisites: HIS 201, HIS 202 or with the permission of the instructor

The Changing Role of American Education (S) 5 credit hours

A course exploring the history, function, and philosophy of both public and private education in the United States from the colonial era to the twenty-first century. 5 contact hours per week (5 class).

Prerequisites: HIS 201, HIS 202 or with the permission of the instructor.

HSE 100 Introduction to Human Services (F) 5 credit hours

The history of human services will be examined in light of American social problems. Agencies, institutions, and programs which help meet human needs are studied in the broad context of a service-delivery system found in the public and private sectors. Students will become familiar with the role and function of human services personnel through guest lecturers and field trips. 5 contact hours per week (5 class).

HSE 101 Social and Group Processes I (F) 3 credit hours

This course is an intensive study of small group dynamics with an emphasis upon self awareness, personal growth, and interpersonal skills. This course is designed to allow students to become more aware of themselves and their feelings about others. Students work in small groups to facilitate the course objectives. 3 contact hours per week (3 class).

HSE 102 Social and Group Processes II (W) 3 credit hours

This course involves continued study of interpersonal relationships in small group interactions. Students work in small groups, learning through analyses of their own experiences, including feelings, reactions, perceptions, and behavior. Group management and leadership skills are emphasized. 3 contact hours per week (1 class, 4 lab).

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HSE 103 Preventive Intervention Course (S) 2 credit hours

This course presents skills training in how to prevent or control violent persons in order to decrease possible injury to all persons involved. Safety procedures will be emphasized. 3 contact hours per week (1 class, 2 lab).

HSE 110 Practicum in Agency Observation (S) 2 credit hours

This course will orient the student to professional and operational aspects of human services employment. Emphasis will be given to the application of principles from human services theory and preparation for fieldwork experience. Under the supervision of the major instructor, students will be placed in selected agency settings for the purpose of observation and familiarization. 4 contact hours per week (1 class, 3 clinical).

HSE 115 Basic Health Science (F) 3 credit hours

This course is an introduction to the normal structure and functioning of the human body, briefly covering each system in terms of hygiene, nutritional requirements, basic first aid, and medical terminology. Students investigate physical and mental health problems predominant in technological and leisure oriented societies. A component on stress education is included. 3 contact hours per week (3 class).

HSE 116 Home Economics for the Human Services Practitioner (S,SS) 3 credit hours

This course offers the student a technical approach to living in today's technological world. Scientific principles will be stressed in foods and nutrition, clothing and textiles, consumer management, child development and parenting, health services, housing and interiors, and human relationships. Skills in each area will be developed through computer activities and other technical approaches. Heavy emphasis will be placed on the applications of theory, decision-making, and problem-solving. 3 contact hours per week (3 class).

HSE 117 Intake Interviewing and Assessment (S) 4 credit hours

This course will demonstrate the important relationship between the intake interview process and assessment in human services agencies. Students will study the purpose, structure, and techniques used in effective agency interviewing. Assessment practices used in mental health, social services, rehabilitation, and correctional agencies will also be examined. Students will practice intake interviewing and assessment under faculty supervision. 5 contact hours per week (3 class, 2 lab).

HSE 204 Human Services Seminar (S) 3 credit hours

This course provides an opportunity for professional development, articulation about the curriculum learning experience, and preparation for the transition from human services student to human services employee. The seminar should be taken in conjunction with the student's field internship. 3 contact hours per week (3 class). Prerequisite: 2nd year standing and permission of the Department Chairman

HSE 209 Human Services for Children and Youth (SS) 5 credit hours

A broad spectrum of human services available for children and youth in need will be introduced, to include special education resources, protective services, prenatal support counseling, recreation, structured therapeutic interventions, substance abuse education, peer support groups, correctional facilities, mental health counseling, and residential treatment programs with specialized approaches. Students will become familiar with a variety of roles, resources, services, and client populations on a first-hand basis through field trips, guest lecturers and field research assignments. 5 contact hours per week (5 class).

HSE 221	Mental Health Practices (W)	4 credit hours
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Prerequisites: PSY 101

HSE 226	Directing a Child Care Program (SS)	3 credit hours
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HSE 240	Crisis Intervention (S)	3 credit hours
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HSE 240	Crisis Intervention (S)	3 credit hours
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Prerequisite: ENG 099, RED 098 or satisfactory placement test score.

HSE 251	Field Placement I (F)	3 credit hours
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Prerequisite: 2nd year standing, HSE 110, or permission of the Department Chairman.

HSE 245	Social Issues in the Workplace (S)	3 credit hours
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This course will explore the role of social issues in the industrial workplace. Students will learn how the workplace can be made more humanized and family-friendly and how supports can be provided to improve worker morale and productivity. Attention will be given to safety programs, human rights, stress management, counseling services, recreational activities, and community relations. 3 contact hours per week (3 class).

HSE 250	Economics Services Casework	3 credit hours
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Students will be introduced to the social casework field and those agencies that provide income maintenance casework services. Students will learn how to qualify applicants for a variety of economic assistance programs offered by human services agencies, including Food Stamps, AFDC, Medicaid, WIC, Worker's Compensation, Public Housing, and Social Security. Eligibility screening involves making an objective, factual assessment of a client's economic situation in order to solve their economic problems. 3 contact hours per week (3 class).

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HSE 252 Field Placement II (W)

3 credit hours

A continuation of Field Placement I, which allows for a broader spectrum of agency experience and more demanding field work assignments. Students will use this course to prepare for the internship. Under supervision of the major instructor, students will spend six hours per week in a selected human services agency for the purpose of gaining more advanced, career related fieldwork experience, and preparing for the internship in Human Services. Students perform tasks and work with clients under agency supervision. Weekly class meetings are primarily concerned with sharing fieldwork experiences, professional development, and career planning principles. The student will present a formal report of their fieldwork at the end of the term. 7 contact hours per week (1 class, 6 clinical).

Prerequisite: Second-year standing, HSE 251 or permission of the Department Chairman.

HSE 290 Internship in Human Services (S)

2 credit hours

Each student will be placed in a human services agency, institution, or program under the supervision of college personnel and agency staff. The internship will provide students with an opportunity to apply and practice what has been learned in the curriculum while learning from professionals in the field. 11 contact hours per week (1 class, 10 clinical).

Prerequisite: HSE 252 and permission of the Department Chairman.

HYD 1140 Hydraulics (SS)

3 credit hours

This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. The course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies actuators, and basic maintenance procedures. 3 contact hours per week (3 class).

HYD 1141 Hydraulics and Pneumatics (W)

4 credit hours

This course presents the basic theories and use of hydraulic and pneumatic systems, and also, the combination of systems. Basic designs and functions of circuits and motors, controls, electro-hydraulic servo mechanisms, filtration, accumulators and reservoirs are covered. Installation and maintenance of the components will be made by the students. 5 contact hours per week (3 class, 2 lab).

ISC 1101 Industrial Safety (F,SS)

3 credit hours

Students will become aware of many hazards frequently encountered in various industrial environments. Discussion of accident prevention concepts, personal protective equipment, fire prevention and protection. Basic safety rules for various occupational areas are included. 3 contact hours per week (3 class).

MAS-P 1001 Practical Masonry I (F,S)

11 credit hours

Masonry I is a course designed to provide the student with the skills necessary to lay brick to a line and construct simple corners, foundation walls, and piers. Lecture and laboratory experiences will be coordinated to provide a balanced development of related mathematics, blueprint reading, measurement, and manipulative skills. 25 contact hours per week (5 class, 20 shop).

MAS-P 1002 Practical Masonry II (W,SS) 11 credit hours

Masonry II is a continuation of Masonry I. The course is designed to further the student's knowledge in the art of laying brick and to increase his knowledge of the types of brick construction. Lecture and laboratory exercises will involve techniques and construction of such items as corners, bonds, pilasters, walls, buttresses, and fireplaces. 25 contact hours per week (5 class, 20 shop).

Prerequisite: MAS-P 1001

MAT 097 Basic Mathematics I (F,W) 5 credit hours

This course is designed to acquaint students with the basic math skills necessary for successful completion of curriculum programs. Topics included in this course are: operations with whole numbers, rounding off, applications of whole numbers in applied problems, and operations with fractions. 5 contact hours per week (5 class).

Prerequisite: Designated score on placement test

MAT 098 Basic Mathematics II (F,W,S) 5 credit hours

This course is designed to complete the basic skills that a student should master before taking math in the two-year curricula and selected one-year programs. The topics included will be as follows: operations with both common and decimal fractions; percents; principle, base, rate formula; simple interest; proportions, and measurements. 5 contact hours per week (5 class).

Prerequisite: MAT 097 or designated score on placement test.

MAT 099 Basic Mathematics III (F,W,S) 5 credit hours

This course is designed to introduce the basic concepts of Algebra. Obviously, this course is required only for students who major in programs for which these skills are necessary for successful completion. These skills will be taught at a pace that matches the skills level of the majority of the students in each class. 5 contact hours per week (5 class).

Prerequisite: MAT 098 or designated score on placement test.

MAT 105 College Mathematics 5 credit hours

This course is designed to ensure adequate competence in fundamental mathematical skills, ratio and proportion, percents, statistics, formula manipulation, and solving linear equations. The value of mathematics as a real-life tool, especially business and consumer applications will be stressed. 5 contact hours per week.

Prerequisite: MAT 098 or satisfactory score on placement test.

MAT 106 Beginning Algebra (F) 5 credit hours

This course is designed to provide the basic concepts of introductory algebra including signed numbers, exponents, equations and inequalities, ratio and proportion, polynomials, roots and radicals. 5 contact hours per week (5 class).

Prerequisite: MAT 099 or satisfactory score on placement test.

MAT 107 College Algebra (F,W) 5 credit hours

This course is designed to satisfy the mathematics requirement for the college transfer student. Subjects include the following: review of algebra, linear and quadratic functions, inequalities, coordinate geometry, systems of equations, and matrix algebra. 5 contact hours per week (5 class).

Prerequisite: MAT 106 or satisfactory score on placement test.

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MAT 108 College Trigonometry (S) 5 credit hours

This course includes a study of trigonometric functions, solution of right and oblique triangles, applications of geometric vectors, circular motion, graphical representations, identities, conditional equations, and De Moivre's Theorem. 5 contact hours per week (5 class).

Prerequisite: MAT 108 or equivalent.

MAT 111 Pre-Calculus I (F,W) 5 credit hours

This course includes a review of algebra including the basic properties of real numbers. Linear equations and inequalities, the rectangular coordinate system, and linear and quadratic functions are studied. The course also introduces the basic concepts of right triangle trigonometry. MAT 111 is the first in a three-course sequence (MAT 111, 112, 113) for those students planning to take Calculus. 5 contact hours per week (5 class).

Prerequisite: MAT 106 or satisfactory score on the Pre-Technical Math test.

MAT 112 Pre-Calculus II (W,S) 5 credit hours

This course includes a study of exponential and logarithmic functions and a complete study of trigonometry including graphing, inverses, identities, and trigonometric equations. Additional topics covered include laws of sines and cosines, vectors, polar coordinates, and complex numbers. 5 contact hour per week (5 class).

Prerequisite: MAT 111

MAT 113 Pre-Calculus III (S,SS) 5 credit hours

This course includes a study of equations of higher degrees; solving systems of linear equations (using matrices); and a detailed study of analytic geometry with emphasis on the conic sections. Functions will be reviewed and limits and continuity will be introduced. 5 contact hours per week (5 class).

Prerequisite: MAT 112

MAT 121 Computer Mathematics (S) 5 credit hours

This course includes a cursory review of Algebra, an introduction to numbering systems with bases other than 10, transformation from one system to another, principles of Boolean Algebra and its contribution to digital devices and data processing, an introduction to the algebra of matrices, use of matrices and determinants to solve systems of equations, and an introduction to linear programming. 5 contact hours per week (5 class).

Prerequisite: MAT 105 or departmental permission (One year of high school algebra or equivalent is highly recommended).

MAT 205 Calculus I (F) 5 credit hours

This course is an introduction to calculus. Included are a review of functions and an introduction to limits of functions. The differentiation and integration of polynomials and their applications are studied in detail. Differentiation and integration of trigonometric, exponential, and logarithmic functions are introduced. 5 contact hours per week (5 class).

Prerequisite: MAT 111 or MAT 108

MAT 206 Calculus II (W) 5 credit hours

This course is a continuation of Calculus I including more applications of calculus, inverse functions, exponential and logarithmic functions, techniques of integration, and sequences and series. 5 contact hours per week (5 class).

Prerequisite: MAT 205

MAT 207 Calculus III (S)**5 credit hours**

This course is a continuation of Calculus II including a study of polar coordinates, parametric equations, conic sections, and ordinary differential equations. 5 contact hours per week (5 class).

Prerequisite: MAT 206

MAT 214 Statistics (S)**5 credit hours**

This course is a study of statistical methodology including organization and presentation of data, statistical distributions, probability, and hypothesis testing. After a brief discussion of descriptive statistics, an intuitive treatment of probability will lead into the binomial and normal distributions and culminate with a discussion of statistical hypothesis testing. Regression and correlation will also be discussed. 5 contact hours per week (5 class).

Prerequisite: MAT 105 or MAT 106 (technical or college programs) or MAT 1102 (vocational programs) or departmental permission.

MAT 1102 Vocational Mathematics I (F)**5 credit hours**

This course provides a review of fractions, decimals, percents, ratio and proportion. The course covers powers and roots, introduction to algebra, signed numbers, simple equations, right triangle trigonometry and the Pythagorean Theorem. 5 contact hours per week (5 class).

Prerequisite: MAT 098 or satisfactory score on placement test.

MAT 1103 Vocational Mathematics II (W)**5 credit hours**

This course includes an introduction to plane geometry, angle measure, plane and solid geometric figures, geometric construction of lines, angles and plane figures, areas of plane figures and volumes of solids. Geometric principles are applied to practical problems. 5 contact hours per week (5 class).

Prerequisite: MAT 1102

MAT 1104 Vocational Mathematics III (S)**5 credit hours**

The course covers areas and volumes of common geometric figures and composite objects as well as the fundamentals of trigonometry, solution of oblique triangles using the laws of sine and cosine, graphs of trigonometric functions, inverse functions, and trigonometric equations. All topics are applied to practical problems. 5 contact hours per week (5 class).

Prerequisite: MAT 1103

MAT 1115 Electrical Mathematics I (F)**5 credit hours**

This is an introductory course in mathematics including a review of arithmetic skills and operations with algebraic terms. It also includes a working knowledge of powers of ten and Ohm's Law for series, parallel, and combination circuits. 5 contact hours per week (5 class).

Prerequisite: MAT 098 or satisfactory score on entrance test.

MAT 1116 Electrical Mathematics II (W)**5 credit hours**

A continuation of MAT 1115 including manipulation of formulas, right triangle trigonometry and an introduction to simplification of logic circuits. 5 contact hours per week (5 class).

Prerequisite: MAT 1115

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MAT-P 1028 Mathematics I (F,S)

5 credit hours

This is a developmental course in basic arithmetic functions. Individual goals are established for each student, and he is encouraged to move at a level and rate consistent with his background and ability. 5 contact hours per week (5 class).

MAT-P 1029 Mathematics II (W,SS)

5 credit hours

This course is a continuation of Mathematics I concentrating on solving applied mathematics problems. 5 contact hours per week (5 class).

Prerequisite: MAT-P 1028

MAT 1123 Machinist Mathematics (SS)

3 credit hours

This course introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems give the student experience using geometric proportions and trigonometric relations to solve shop problems. The course concludes with an introduction to compound angle problems and numerical control. 3 contact hours per week (3 class).

Prerequisite: MAT 1104

MEC 101 Machine Processes (S)

3 credit hours

An introductory course designed to acquaint the student with basic hand tools, safety procedures and machine processes of our modern industry. It will include study of measuring instruments, characteristics of metals and cutting tools. The student will become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming. 7 contact hours per week (1 class, 6 shop).

MEC Computer Aided Machining & Manufacturing (SS)

4 credit hours

Programming for computer numerical control will be the primary goal. A study of the standard programming codes will be made and manual programs will be written to demonstrate their use. Parts will be machined on the CNC equipment available to prove the programs. Work will be continued on conventional machinery and comparison made to that done by CNC. Discussion of the practicality of CNC machining and conventional method will be held. Jig and fixtures and other accessories for holding the workpiece and/or tools and their importance to modern industrial production will be discussed and demonstrated. An introduction to programming by computer will follow. Safety in the operation of conventional and CNC equipment is stressed. 6 contact hours per week (3 class, 3 shop).

MEC 110 Introduction to Heat Transfer (SS)

4 credit hours

This is a basic course designed to acquaint the student with the principles of heat, heat transfer, heat engines, refrigeration and air-conditioning. Emphasis is placed on calculations involving these processes. 5 contact hours per week (3 class, 2 lab).

Prerequisite: PHY 112

MEC 205 Strength of Materials (W)

4 credit hours

This course is a study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying and dynamic. Analysis of these stresses are made as applied to thinwalled cylinders and spheres, riveted and welded joints, beams, columns and machine components. 5 contact hours per week (3 class, 2 lab).

Prerequisite: MEC 206

MEC 206 Statics (F)**4 credit hours**

This course deals with the concepts and principles of statics. Topics covered include parallel, concurrent and noncurrent force systems in coplaner situations, centroids and centers of gravity; moment of inertia and shear and moment diagrams. 5 contact hours per week (3 class, 2 lab).

Prerequisites: MAT 112, PHY 112

MEC 207 Dynamics (W)**4 credit hours**

This course is an introduction to the basic concepts and principles of dynamics and kinematics. The geometry of motion, angular velocity and acceleration, work, energy, linear momentum and mechanical vibration are covered. Emphasis is on the analytical solution of applied problems. 4 contact hours per week (4 class).

Prerequisites: MAT 113, MEC 206

MEC 210 Physical Metallurgy (F)**4 credit hours**

This is a basic course in metallurgy which deals with both ferrous and nonferrous metals. The physical and chemical properties of all common metals are investigated. Particular emphasis is placed on various heat treating methods. 5 contact hours per week (3 class, 2 lab).

Prerequisite: PHY 112

MEC 235 Hydraulics and Pneumatics (W)**4 credit hours**

This course covers the following topics: the basic theories of hydraulic and pneumatic systems, combinations of systems in various circuits, basic designs and functions of circuits and motors, controls, electrohydraulic servo-mechanisms, plumbing, filtrations, accumulators and reservoirs. 5 contact hours per week (3 class, 2 lab).

Prerequisite: PHY 112

MEC 250 Machine Design (S)**7 credit hours**

This course is a study of the design of mechanical devices. Machine elements, including cams, gears, shafts, fasteners, belts, pulleys, bearings and springs are studied. The application of engineering analysis to mechanical design is emphasized. CAD equipment is used to make drawings of elementary design concepts. 8 contact hours per week (6 class, 2 lab).

Prerequisites: MEC 205, MEC 207, DFT 240

MEC 1101 Machine Shop Theory and Practice I (F)**7 credit hours**

This course is an introduction to the machinist trade and the potential it holds for a craftsman. It deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. 15 contact hours per week (3 class, 12 shop).

MEC 1102 Machine Shop Theory and Practice II (W,S,SS) 7 credit hours

This course covers advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine, and shaper. The student will be introduced to the basic operations of the cylindrical grinder and will select projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course. 15 contact hours per week (3 class, 12 shop).

Prerequisite: MEC 1101

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MEC 1103 Machine Shop Theory and Practice III (S) 7 credit hours

This course involves advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machines, and shapers. Also covered is an introduction to basic indexing and terminology with additional instruction involving the processes of calculating, cutting and measuring of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments, such as vernier height gauges, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder. 15 contact hours per week (3 class, 12 shop).

Prerequisite: MEC 1102

MEC 1104 Machine Shop Theory and Practice IV (SS) 7 credit hours

This course involves the development of class project using previously learned procedures in planning, blueprint reading, machine operations, final assembly, and inspection of manual and computer numerical controlled (CNC) equipment. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. are covered. Special procedures and operations, including a discussion of the laser in machining, processes and equipment, observing safety procedures faithfully, and establishing good work habits and attitudes acceptable to the industry are also covered. 15 contact hours per week (3 class, 12 shop).

Prerequisite: MEC 1103

MEC 112 Machine Shop Process (F) 4 credit hours

To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade. 8 contact hours per week (2 class, 6 shop).

MEC 1113 Welding Metallurgy (F) 2 credit hours

This is a course in basic metallurgy which emphasizes characteristics of both ferrous and non-ferrous metals. All types of metallurgical heat treatment will be included. The welding heat affected zone will be given special attention. 3 contact hours per week (1 class, 2 lab).

MEC 1118 Introduction to Metals (S) 4 credit hours

This course is designed to familiarize the student with the different properties of ferrous and non-ferrous metals. It provides a background for understanding the physical changes and chemical metallurgy of producing metals. It explains the material designation system, classification of steels, trade names and cross reference information for comparable materials. Common shop terms used in treatment of metals will be explained. 5 contact hours per week (3 class, 2 lab).

MEC 1119 Applied Metallurgy (SS) 3 credit hours

This course covers practical metallurgy theory and practice in the treatment of ferrous and non-ferrous metals. Actual practice of heat treatment will be performed on sample materials with emphasis on low and high carbon steels. Relationships between part design and heat treatment will be applied. Testing equipment for verification of correct treatment will be used. 5 contact hours per week (2 class, 3 lab).

Prerequisite: MEC 1118

MKT 232 Sales Development (S) 5 credit hours

This course is a study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for an execution of sales demonstration is required. 5 contact hours per week (5 class).

MKT 239 Marketing (S)**5 credit hours**

This course is a general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. 5 contact hours per week (5 class).

Prerequisite: RED 098 or satisfactory placement test score

MNT 1134 Mechanical Maintenance (F,W)**4 credit hours**

A study of basic maintenance procedures concerning typical machinery. Lubrication principles and procedures are introduced. Emphasis on mechanical power transmission systems. Installation procedures for effective use of belts, pulleys, chains, sprockets, pillow blocks, etc. 6 contact hours per week (3 class, 3 shop).

MUS 230 Music Appreciation (S)**5 credit hours**

This course provides a basic introduction to music appreciation and is designed to increase the student's awareness of the important role music has played throughout the history of man's existence. Emphasis is given to the types of music found and the relationships that exist between music and man's general cultural, social, and political development throughout the ages, thus enhancing the student's appreciation for the great achievements of our civilization. 5 contact hours per week (5 class).

NUR 101 Essentials of Nursing Practice (F)**9 credit hours**

An introductory course designed to assist the student to develop the knowledge, skills, and attitudes needed to meet the basic needs which are common to all individuals. Basic concepts of man, environment, communication, health-illness, health care delivery systems, and ethical/legal basis for nursing practice are introduced. The nursing process is introduced with emphasis on the assessment phase. Experiences in laboratory settings and health care facilities provide the student an opportunity to apply theory under supervision. 12 contact hours per week (6 class, 4 lab, 3 clinical).

Prerequisites or Corequisites: Admission to the PN/ADN programs; BIO 101, NUR 102, PSY 101.

NUR 102 Pharmacology (F)**2 credit hours**

This course will provide the student with an overview of pharmacotherapeutics. Emphasis will be placed on the ethical/legal considerations of drug administration by the nurse, classifications of commonly administered medications, their effects on body systems, and nursing implications for all age groups and medication routes. Also included will be the basic mathematical concepts required for the administration of medication and temperature conversion. An introduction to abbreviations used for medications is included in this course. 3 contact hours per week (1 class, 2 lab).

Prerequisite or Corequisite: NUR 101

NUR 103 Basic Concepts of Lifespan Nursing (W)**10 credit hours**

This is an introductory course providing students with a beginning knowledge base for clinical nursing practice based on the nursing process. Emphasis is placed on the role of the RN in providing nursing care for clients experiencing common adaptation problems focusing on assessment and selective nursing activities as they relate to specific nursing diagnoses. Focus will be on the gastrointestinal, urinary, and integumentary systems; fluids and electrolytes; oncology; death and dying. Students will have an opportunity to apply theory in the laboratory and health care facilities. 19 contact hours per week (5 class, 2 lab, 12 clinical).

Prerequisites or Corequisites: NUR 101, NUR 102, PSY 110, BIO 102

NUR 104 Nursing Through the Lifespan I (S)

9 credit hours

This course is designed to provide the student with the opportunity to apply the nursing process more independently in meeting the needs of adults and children based on nursing diagnoses related to the cardiovascular, respiratory, and endocrine systems. The student is expected to develop and carry out teaching plans in a variety of health care settings which will assist clients and families to adapt to changing needs. Special emphasis will be on the aging client and family. 15 contact hours per week (6 class, 9 clinical).

Prerequisites or Corequisites: NUR 103, BIO 103, BIO 104

NUR 105 Nursing Transition (S)

9 credit hours

This course is designed to assist the LPN in making adjustments to the ADN role. Building on previous knowledge, the student will have an opportunity to increase cognitive, affective, and psychomotor abilities. Special emphasis will be placed on the nursing process and its application in caring for adults and children experiencing deficits related to the cardiovascular, endocrine, integumentary, gastrointestinal, urinary, and respiratory systems. Alterations in fluid and electrolyte balance, oncology, and death and dying will also be discussed. Opportunities will be provided for the student to develop and carry out teaching plans which will assist the client and/or family to adapt to changing needs. 13 contact hours per week (7 class, 6 clinical).

Prerequisites or Corequisites: LPN admitted to ADN curriculum, BIO 103, BIO 104, NUR 102, PSY 110

NUR 106 Nursing of Women (F,SS)

9 credit hours

This course focuses on family centered health care of women and infants in the maternity cycle. Emphasis is also placed on common health needs of women including fertility control and selected gynecologic disorders. 15 contact hours per week (6 class, 9 clinical).

Prerequisites or Corequisites: NUR 104, NUT 102

NUR 201 Psychiatric Nursing (F,SS)

9 credit hours

Principles of nursing intervention for the client exhibiting deviant behavior of functional or organic origin are introduced. Emphasis is placed on therapeutic communication and interpersonal relationship skills. Predisposing factors, pathophysiology, dynamics, and modification of behavior for psychotic, affective, psychosomatic disorders, and substance abuse will be addressed. 15 contact hours per week (6 class, 9 clinical).

Prerequisite or Corequisite: NUR 104

NUR 202 Nursing Through the Lifespan II (W)

9 credit hours

This course is designed to provide the student with the opportunity to implement the nursing process in meeting needs of adults and children based on nursing diagnoses related to the musculoskeletal and nervous systems and the special senses. The student will be expected to synthesize knowledge and skills acquired in the previous courses into comprehensive nursing care plans which the student and/or nursing personnel will implement to meet the needs of clients in a variety of health care settings. 15 contact hours per week (6 class, 9 clinical).

Prerequisite or Corequisite: NUR 201

NUR 203 Nursing Through the Lifespan III (S) 14 credit hours

This course focuses on clients and families with complex health needs in a variety of settings. Students are introduced to basic principles of supervision and leadership appropriate for an RN. 30 contact hours per week (6 class, 24 clinical).

Prerequisite or Corequisite: NUR 106, NUR 202, NUR 204

NUR 204 Nursing Seminar (S) 2 credit hours

This course is designed to assist the student in exploring past, present, and future trends and issues which influence nursing. Special emphasis is placed on the role of the ADN graduate. Ethical, legal, and professional rights and responsibilities are discussed. Opportunities for personal and professional development are explored. The course is developed to aid the student in the transition from student to the role of graduate nurse. 2 contact hours per week.

Corequisite: NUR 203

NUR 1102 Nursing of Adults I (W) 11 credit hours

This course offers the student the opportunity to begin using the nursing process to meet selected nursing needs of the adult client. Focus will be on clients with identified nursing diagnoses related to the integumentary, respiratory, musculoskeletal, and gastrointestinal systems. Also included will be concepts of oncological nursing and the client requiring surgical intervention. 20 contact hours per week (6 class, 2 lab, 12 clinical).

Prerequisites or Corequisites: NUR 101, NUR 102, BIO 102, PSY 110

NUR 1103 Nursing of Women and Children (S) 14 credit hours

This course focuses on family centered health care of women and children. The student will have the opportunity to implement the nursing process for clients experiencing selected gynecologic disorders, the perinatal family, and children from birth to adolescence. 24 contact hours per week (9 class, 15 clinical).

Prerequisite or Corequisite: NUR 1102

NUR 1104 Nursing of Adults II (SS) 13 credit hours

Students will become more proficient in applying the nursing process. Special emphasis will be on clients with identified nursing diagnoses related to the cardiovascular, endocrine, urinary, nervous, and male reproductive systems. 25 contact hours per week (7 class, 18 clinical).

Prerequisite or Corequisite: NUR 1103

NUR 1105 Issues and Trends in Nursing (SS) 2 credit hours

This course is designed to assist the student in making the transition from student to licensed practical nurse. Students will explore issues and trends which impact on the individual nurse as well as the role of the LPN. 2 contact hours per week (2 class).

Prerequisite or Corequisite: NUR 1104

NUR 1106 Nursing Seminar (SS) 3 credit hours

This course is designed to explore issues which will confront the Practical Nursing student immediately prior to and following graduation. Topics of discussion include nursing organization, legal aspects of nursing, career opportunities, licensure, job seeking skills, and role adjustment. Self improvement skills, such as assertiveness, decision-making and stress-management, are also included (3 class).

Prerequisites: NUR 1101, NUR 1102, NUR 1103, NUR 1113

Corequisite: NUR 1104

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NUT 102 Therapeutic Nutrition (SS) 3 credit hours

This course emphasizes the science of nutrition as an integral part of a therapeutic regimen. Functions of food nutrients and the relationship between digestion, absorption, and cell metabolism are addressed. Normal nutrition throughout the lifespan will be presented as the basis for focusing on the role of the RN in developing nursing diagnoses related to nutritional needs and implementing nursing care which will assist the client to maintain health and/or meet nutritional deficits. 3 contact hours per week (3 class).

Prerequisite or Corequisite: BIO 103, NUR 106

NUT 1101 Nutrition and Diet Therapy (W) 3 credit hours

This course is designed to introduce the student to the basic principles and practices of nutrition which are essential to maintain health or provide support and therapy during illness. 3 contact hours per week (3 class).

Prerequisites or Corequisites: BIO 102, NUR 1102

OSC 102 Computerized Typewriting I (F,W,S) 4 credit hours

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, and simple business correspondence using IBM computers. 5 contact hours per week (3 class, 2 lab).

OSC 103 Computerized Typewriting II (W) 4 credit hours

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques on IBM computers. These skills and techniques are applied in tabulation, manuscript, and correspondence. 5 contact hours per week (3 class, 2 lab).

Prerequisite: BUS 102

OSC 104 Computerized Typewriting III (S) 4 credit hours

Instruction emphasizes production typing problems and speed building. Attention is paid to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscripts, correspondence, and business forms. 5 contact hours per week (3 class, 2 lab).

Prerequisite: BUS 103

OSC 105 Basic Word Processing (F,W) 3 credit hours

This course is designed to introduce the student to the basic aspects of word processing, including terminology, equipment, and software. This course will develop skills and knowledge in processing letters, memos, and simple manuscripts from typed, handwritten, and revised materials. (This course will not substitute for OSC 113 nor will it be considered a prerequisite for OSC 113 or OSC 114). 4 contact hours per week (2 class, 2 lab).

OSC 110 Electronic Calculator Applications (F) 2 credit hours

This course presents a detailed study of the electronic calculator. Students receive training in technique, processes, operation, and application of this machine. 3 contact hours per week (1 class, 2 lab).

OSC 111 Speedwriting (F)

4 credit hours

Speedwriting is a modern, simplified method of ABC Shorthand based on systematic abbreviations. Emphasis is on speed in taking dictation as well as accuracy in transcription. 5 contact hours per week (3 class, 2 lab).

Prerequisite: OSC 102

OSC 112 File Management (S)

3 credit hours

Students will learn the fundamentals of indexing and filing, combining theory and practice by the use of a records and database management practice set. Alphabetic, geographic, subject, and numeric filing systems will be discussed. 3 contact hours per week (3 class).

Prerequisite: RED 099 or satisfactory placement test score.

OSC 113 WordPerfect I (W)

4 credit hours

This course will develop skill and knowledge in processing a variety of business documents from typed, handwritten, and revised materials using WordPerfect software. 5 contact hours per week (3 class, 2 lab).

Prerequisite: OSC 103

OSC 114 WordPerfect II (S)

4 credit hours

This course is designed to introduce the student to advanced techniques of WordPerfect, including thesaurus, superscript/subscript, spell, footnote, macro, math/columns, text in/out, line draw, and mark text. 5 contact hours per week (3 class, 2 lab).

Prerequisite: OSC 113

OSC 183 Business, Legal, and Medical Terminology (W)

3 credit hours

This course is designed to help the student develop an understanding of the varied and specialized vocabulary appropriate in business, legal, and medical offices. A detailed study of the pronunciations and definitions of words is done through familiarization of the dictionary. A short history of the English language is also included in this course. 3 contact hours.

Prerequisite: ENG 105

**OSC 204 Advanced Computerized
Typewriting (F)**

3 credit hours

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing advanced projects. These projects include review of letters, forms, statistical tabulation, and the typing of reports, manuscripts and legal documents. 5 contact hours per week (1 class, 4 lab).

Prerequisite: OSC 104

OSC 205 Production and Speed Building (W)

4 credit hours

This course is designed to familiarize the student with the forms and routines found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods. 5 contact hours per week (3 class, 2 lab).

Prerequisite: OSC 204

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OSC 210 Automated Office Practice (W) 3 credit hours

This course provides instruction in the operation of electronic typewriters, telephone equipment, electronic mail, duplicating equipment, and continued instruction in the use of electronic calculators. 4 contact hours per week (2 class, 2 lab).

Prerequisite: OSC 110

Corequisite: OSC 103

OSC 211	Introduction to Machine Transcription (S)	3 credit hours
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This is a course in which dictation is pre-recorded and students transcribe by the use of transcribing units and computers. Proficiency in word usage, correct grammar, and letter styles will be emphasized. 5 contact hours per week (1 class, 4 lab).

Corequisite: OSC 103

OSC 212	Advanced Machine Transcription (F)	3 credit hours
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This course is a continuation of OSC 211 with additional emphasis of the fundamentals of machine transcription. Students develop skill in typing mailable letters, memorandums, and manuscripts, using transcribing units and computers. Speed and accuracy are emphasized. 5 contact hours per week (1 class, 4 lab).

Prerequisite: OSC 211

OSC 213	Legal and Medical Machine Transcription (W)	3 credit hours
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This course is a continuation of OSC 212 with additional emphasis of the fundamentals of machine transcription. Students develop skill in typing legal and medical letters, memorandums, and manuscripts from cassettes, using transcribing units and computers. Speed and accuracy are emphasized. 5 contact hours per week (1 class, 4 lab).

Prerequisite: OSC 211

OSC 214	Microcomputer Office Procedures I (S)	4 credit hours
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The course requires administrative and decision-making abilities, high-level office skills, ability to work with and supervise other employees, ability to work under pressure, and tact and poise in meeting people in a variety of situations. 5 contact hours per week (3 class, 2 lab).

Prerequisites: OSC 104, RED 099 or satisfactory score on placement test.

OSC 216	Microcomputer Office Procedure II (S)	4 credit hours
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Students will perform a wide variety of duties which involve decision making and establishing priorities. These duties are typical of tasks performed in an executive office. 5 contact hours (3 class, 2 lab).

Prerequisite: OSC 214

OSC 220 Proofreading and Editing (F) 3 credit hours

This course is designed to make students aware of the most common types of errors in written messages and to teach them the standard proofreader's marks. The guidelines outlined in this course can be used in an office with automated equipment or a traditional office. 3 contact hours per week (3 class).

Prerequisite: OSC 103

OSC 231 Personal Development (S)

3 credit hours

This course is designed to help the student look and feel more attractive and to complement development in other meaningful areas. Areas of study include physical control and visual poise; personal grooming and makeup application (women only); wardrobe selection; communication skills; social and business etiquette; techniques for getting a job, handling a job efficiently and relating to employers and co-workers. 3 contact hours per week (3 class).

PED 101 Physical Conditioning (F)

1 credit hour

This course emphasizes conditioning as preparation for the active life and maintenance of sound physical and mental well-being. Physical activity as a way of life in a leisure oriented society will be stressed. This course will include an examination of variables in total fitness, such as diet, weight control, degenerative diseases, physical effects of exercise, and motor skills. It will include exercises to achieve higher levels of stamina and endurance; aerobic activity for improved cardiovascular and respiratory functions; isometric and weight lifting for strength and muscle tone; elementary gymnastic and yoga techniques to improve coordination, posture, and balance; and stretching techniques in preparation for exercise and sports. 2 contact hours per week (2 lab).

PED 102 Life Sports (W)

1 credit hour

In this course emphasis will be upon individual participation in sports one can enjoy and derive health benefits from for a lifetime. A presentation on each sport will include background, equipment, demonstration, and suggested program. Students will learn an accessible life sport, such as jogging, running, golf, tennis, canoeing, martial arts, walking, paddleball, swimming, cycling, gymnastics, and aerobics. 2 contact hours per week (2 lab).

PED 103 Team Sports (S)

1 credit hour

This course will introduce the student to team sports. Many kinds of team sports are available to adults today. Team sports require the participant to be knowledgeable, skilled, fit and cooperative. Team sports to be presented will include volleyball, doubles tennis, 3-on-3 basketball, softball, soccer, touch football, and orienteering. Fundamentals and prevention of injury will be stressed. 2 contact hours per week (2 lab).

PED 104 Recreation

1 credit hour

This course will include a variety of recreational forms that can be practiced with friends, family, or children. Recreation offers opportunities for growth, fellowship, play, and relaxation. Examples of recreation to be covered include archery, badminton, bowling, dancing, fishing, hiking, horseshoes, dramatics, and games. 2 contact hours per week (2 lab).

PHI 100 Philosophy (W)

5 credit hours

This course gives the student an introduction to philosophical method and thought. Among the topics considered will be language, logic and argument, issues in philosophy, and philosophical thinkers. 5 contact hours per week (5 class).

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PHY 099 Pre-Physics (F)

3 credit hours

This course is recommended for students with a limited background in science who plan to enter the regular physics sequence. Topics covered include the use of a scientific calculator, conversions between English and metric systems, scientific notation and basic problem solving skills. This course will not satisfy graduation requirements. 3 contact hour per week (3 class).

PHY 111 Physics I (W)

4 credit hours

This is a fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gases, vectors and linear motion. Laboratory experiments and specialized problems dealing with these topics are part of the course. 5 contact hours per week (3 class, 2 lab).

Prerequisite: MAT 111 or departmental permission or MAT 106

PHY 112 Physics II (S)

4 credit hours

Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are vital parts of this course. A practical approach is used in teaching students the use of essential mathematical formulas. 5 contact hours per week (3 class, 2 lab).

Prerequisites: MAT 111, PHY 111

PHY 113 Physics III (SS)

4 credit hours

This course is a continuation of PHY 112 and includes the study of wave motion and sound, light, and optics, electricity, and magnetism. Laboratory experiments and specialized problems dealing with these topics are included. The scientific calculator will be utilized throughout the course. 5 contact hours per week (3 class, 2 lab).

Prerequisite: PHY 112

PHY 1101 Applied Science I (W)

4 credit hours

This course provides an introduction to physical principles and their applications to industry. Some of the topics covered include systems of measurement; introduction to the properties of solids, liquids, and gases; and the basic principles of simple machines. 5 contact hours per week (3 class, 2 lab).

PHY 1102 Applied Science II (S)

4 credit hours

This is the second in a series of two courses of applied physical principles. The topics covered in this course include compound machines, work, power, energy, the fundamentals of electricity, and the basis of heat and thermometry. 5 contact hours per week (3 class, 2 lab).

PLA 245 Industrial Plastics (S)

3 credit hours

This course provides a study of the basic chemistry of polymers and the major resins used in the plastic industry. The fundamentals of injection molding, compression and transfer molding, blow molding, calendering, thermoforming and plastic extrusion operations are investigated. 3 contact hours per week (3 class).

PLU 1101 Plumbing and Pipefitting (W,SS)

5 credit hours

Basic principles of plumbing, such as drains, traps and vents. Identification of common pipe, fittings, uses and applications. Procedures for joining various types of materials involved with piping systems used in industry today. 9 contact hours per week (3 class, 6 shop).

POL 101 American National Government (F,S)

5 credit hours

This course is an introductory study of (1) the basic concepts of political science, (2) the fundamental principles of the Constitution, (3) the structure, functions of, and the relationships among the legislative, executive and judicial branches of the national government, and (4) the relationships between the national and state governments. 5 contact hours per week (5 class).

Prerequisite: RED 099, ENG 099 or satisfactory placement test scores.

POL 103 State and Local Government (W)

3 credit hours

This course is a study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations are studied. Special attention will be given to North Carolina. 3 contact hours per week (3 class).

Prerequisites: ENG 098, RED 098 or satisfactory placement test scores.

POL 201 United States Government (S)

3 credit hours

This course is a study of government with emphasis on basic concepts, structure, powers, procedures, and problems. 3 contact hours per week (3 class).

Prerequisites: ENG 098, RED 098 or satisfactory placement test scores.

PSY 101 Introductory Psychology (F,W)

5 credit hours

This course is a survey of major areas of psychology, with emphasis on issues, concepts, and terminology needed for more advanced courses. 5 contact hours per week (5 class).

Prerequisites: ENG 098, RED 098 or satisfactory placement test score.

PSY 102 General Psychology (F,W)

3 credit hours

This course is a study of the principles of psychology as a behavioral science. Topics include a general history of the field from its origins to the present mental health movement, learning, motivation, personality, adjustment growth, human development, physiological basis of behavior, social psychology, behavior disorders, and treatment. 3 contact hours per week (3 class).

Prerequisites: ENG 098, REA 098 or satisfactory placement test score.

PSY 110 Developmental Psychology (W)

5 credit hours

This course is a survey of development throughout the life-span with special emphasis on developmental concepts, processes, experimental methodology, and findings of research on developmental events. 5 contact hours per week (5 class).

Prerequisite or Corequisite: PSY 101

PSY 120 Growth and Development (W)

3 credit hours

A course dealing with the physical and psychological growth and development from infancy through adulthood with consideration of the biological, emotional, social and cultural influences upon growth. 3 contact hours per week (3 class).

Prerequisite: PSY 101 or permission of the instructor

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PSY 150 Interpersonal Relationships and Communications (F,SS)

3 credit hours

This is a basic course dealing with interpersonal and communication skills used in helping relationships and professions. The students will be given an opportunity to understand the self, learn growth techniques, and increase their level of competence in interactions with others. Emphasis will be placed upon effective communications in helping roles. The student will learn techniques of interviewing for specific purposes, and acquire basic abilities in working with people. Attention is given to communication between the student and his/her clients. 3 contact hours per week (3 class).

PSY 220 Behavior Modification (F)

3 credit hours

Introduces the basic learning principles which explain how human behavior is acquired, maintained, and changed. Students will become familiar with behavior modification theory, techniques, and applications in a variety of human service settings. Students will conduct behavior modification projects. 3 contact hours per week (1 class, 2 lab).

Prerequisite: PSY 101

PSY 229 Abnormal Psychology (F)

5 credit hours

This course is a study of the symptoms, contributing factors, treatment, and outcomes of the mentally ill and mentally defective as well as maladjusted, antisocial persons. The prevalence, classification and nomenclature of psychoneurosis, psychoses, character disorders, experimental and development conflicts, drug and alcohol addiction, and psychosomatic illness will be examined. Problems pertaining to the treatment and control of mental illness will be discussed from the standpoint of the criminal justice system's responsibilities. 5 contact hours per week (5 class).

Prerequisite: PSY 101

PSY 232 Career and Life Planning (S)

3 credit hours

This course is designed to provide students with practical information and skills in dealing with the world of work and life management. The instruction received and projects assigned will aid students with job acquisition skills, occupational performance, self-concept building, and coping with stress. Students become active participants throughout the course, and will receive grades based on the completion of assigned projects and classroom performance. 3 contact hours per week (3 class).

PSY 1101 Human Relations (F,S,SS)

3 credit hours

This course is a study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. 3 contact hours per week (3 class).

RED 097 Reading and Study Skills (F,W,S)

10 credit hours

Designed for the student reading below 5.6 grade level, this course provides skills of work attack and comprehension, including basic word identification and meaning of the material read. Instruction also includes reading textbooks, preparing for and taking tests, note taking, and active listening techniques. The minimum exit level is 5.7 grade placement. 10 contact hours per week (10 class).

RED 098 Reading I (F,W,S)**5 credit hours**

This course is designed for the student with a reading level ranging from 5.7 to 9.0 grade placement. Instruction includes vocabulary building, advanced word attack skills, using context clues, phonetic and structural analysis, critical reading skills. A minimum exit level of 8.8 is required. 5 contact hours per week (5 class).

Prerequisite: RED 097 or equivalent.

RED 099 Reading II (F,W,S)**5 credit hours**

This course is designed for the technical, Practical Nursing, General Education, and college transfer student with a reading level from 8.8 to 9.5 grade placement. Instruction includes building vocabulary, comprehending main ideas and facts, inferential reading, interpreting, and evaluation multiple sets of facts, concepts, or theories. The minimum exit level is 10.5 5 contact hours per week (5 class).

REL 130 Comparative Religion (F)**5 credit hours**

This course seeks to define what religion is and to outline different approaches to the study of religion. The following questions are discussed: What are the roots of Religious faith? What might a mature religious father look like? Readings relating religion to the new generation are part of this study. 5 contact hours per week (5 class).

SOC 100 College Survival Skills (F,W)**3 credit hours**

College Survival Skills is an extended orientation/study skills course designed to teach how to enhance academic, personal, and social development. 3 contact hours per week (3 class).

**SOC 101 Principles of
Modern Sociology (F)****5 credit hours**

This course examines recent developments in sociology, anthropology and social psychology. It includes both social science and public issues. 5 contact hours per week (5 class).

Prerequisites: ENG 099, RED 099, or satisfactory placement test scores.

SOC 102 Principles of Sociology (F)**3 credit hours**

This course is a study of the principles of sociology, attempting to provide an understanding of culture, collective behavior, community life, social institutions, and social change. The course presents the scientific study of man's behavior in relation to others, the general principles affecting the organization of such relationships, and the effects of social life on human personality and behavior. 3 contact hours per week (3 class).

Prerequisites: ENG 098, RED 098, or satisfactory placement test scores

SOC 203 Social Problems (S)**3 credit hours**

This course presents a sociological analysis of aspects of American culture and institutions which contribute to contemporary social problems. The student will develop an understanding necessary to facilitate more effective responses in dealing with personal and professional problems. Social problems to be covered include urbanization, family disorganization, crime and delinquency, mental illness, poor race and minority group relations, and population dynamics. 3 contact hours per week (3 class).

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SOC 204 Community Resource Management (W)

3 credit hours

The focus of this course is upon the working relationship between the human services agency and the community. Various community resources will be identified and observed that can contribute to the accomplishment of the human services mission. Students will learn to mobilize such resources, marshal public support, and determine appropriate sources of funding. 3 contact hours per week. (3 class)

SPA 101 Spanish I

5 credit hours

This course introduces verb tenses, vocabulary, formats and structures with commonly used expressions. Topics include the development of basic skills of reading, writing and oral competency, with drills, practices, and laboratory work. Upon completion, students will be able to understand and convey basic thoughts and participate in basic structured conversations. 5 contact hours per week (5 class).

SPA 102 Spanish II

5 credit hours

This course is a more detailed study of grammar designed to improve understanding, speaking, reading, writing at a level of moderate difficulty. Topics include selected readings, dialogues, common idioms, and expressions with attention given to communicated use of more advanced structures. 5 contact hours per week (5 class).

SPH 111 Fundamentals of Speech (S)

5 credit hours

This course introduces students to the fundamentals of public speaking through the study of classical and modern theories of communication and through the regular preparation and delivery of the types of oral presentation under study. Assignments will include parallel readings and modicum of research, but the formal speech and the small group discussions will be stressed. 5 contact hours per week (5 class).

SPH 204 Oral Communications (F,W,S)

3 credit hours

Focusing primarily on public speaking, this course is designed to help the student improve as a sender and a receiver in the oral communication cycle. Topics studied include the informative and persuasive speech, small group discussion, active listening, management of stage fright, and nonverbal communication. 3 contact hours per week (3 class).

Prerequisite: ENG 105 (AAS majors) or ENG 1102 (vocational students)

SSC 205 American Institutions (F,W)

3 credit hours

This course is a study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage. 3 contact hours per week (3 class).

Prerequisites: ENG 098, RED 098 or satisfactory placement test scores

SSC 212 Marriage and the Family (SS)

3 credit hours

Marriage and the family is presented in a social science framework to help the student develop an informed and professional perspective. Social change, mate selection, marital interaction, human sexual function, child rearing, gender issues, divorce law, and family economics will be examined. Attention is given to community resources used in marriage and family problem-solving, cultural variations in family life, and the developing family. 3 contact hours per week (3 class).

WLD 1103 Welding (F,W,SS)**1 credit hour**

The various processes used for joining materials by welding are discussed. Lecture demonstrations and practice cover the oxyacetylene and arc welding processes, filler metals used, gases, currents, and weldability of metals. Instruction is given in the set-up and safe operation of oxyacetylene welding apparatus. Students prepare joints by both hand and machine cutting with the oxyacetylene torch. 3 contact hours per week (3 shop)



Continuing Education Programs

Richmond Community College offers adults, 18 years old or older, a variety of noncredit educational programs which afford an opportunity to finish high school, to participate in preemployment training, to upgrade current job skills, and to improve personal and family life. Continuing education offers a large selection of subjects which are taught at convenient hours, at convenient locations, and as frequently as needed. A fee is charged for most classes. Textbooks and/or materials, if needed, must be purchased by the student.

As needs are identified, courses are developed, scheduled, and announced to the public. To ensure themselves a place in the class, interested persons are encouraged to preregister by telephoning the receptionist at Richmond Community College 582-7000, 997-3333, or 276-3331 or the Scotland Center at 276-1388 or the Rockingham Center at 997-4369. Many classes have enrollment limits, therefore, preference will be given to preregistrants. Formal registration will take place at the first class meeting.

The public is encouraged to make their needs and/or interests known to the Continuing Education Department.

CLASS LOCATIONS

Many adult education courses and services are located on the college campus. Other courses and services are provided at extension centers in Rockingham and Laurinburg. Extension centers include school buildings, community buildings, churches, libraries, industrial buildings and other approved facilities. New extension courses can be established wherever fifteen or more adults request a given course.

THE CONTINUING EDUCATION UNIT

The continuing education unit (C.E.U) is used as the basic means for recognizing an individual's participation in, and for recording the institution's offering of, noncredit classes, courses, and programs. A C.E.U. is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. There are two types of C.E.U. application, Individual and Institutional.

The following criteria are to be utilized for the awarding of Individual C.E.U.'s:

- a. The noncredit activity is planned in response to an assessment of educational needs for a specific target population.
- b. There is a statement of objectives and rationale.
- c. Content is selected and is organized in a sequential manner.
- d. There is evidence of pre-planning which should include opportunity for input by a representative of the target group to be served, the faculty area having content expertise, and continuing education personnel.
- e. The activity is of an instruction nature and is sponsored or approved by an academic or administrative unit of the institution best qualified to affect the quality of the program content and to approve the resource personnel utilized.
- f. There is a provision for registration for individual participation and to provide data for institutional reporting.
- g. Appropriate evaluation procedures are utilized and criteria are established for awarding C.E.U.'s to individual students prior to the beginning of the activity. This may include the evaluation of student performance, instructional procedures and course effectiveness.

Noncredit offerings which do not meet the Individual C.E.U. criteria should be accounted for only in terms of the Institutional C.E.U., no Individual C.E.U.'s should be awarded. Normally these noncredit offerings will be less structured and more informal in nature.

Neither Individual nor Institutional C.E.U.'s normally should be used to recognize or account for participation in entertainment, social, or athletic activities. Institutional C.E.U.'s should meet the following criteria:

- a. The activity is a planned educational experience of a continuing education nature.
- b. The activity is sponsored by an academic or administrative unit of the institution qualified to affect the quality of the program content and to select and approve the resource personnel utilized.
- c. Record of attendance is required for institutional reporting use and a file of program materials will be maintained by the College.

The continuing education program generally includes the following areas:

ATTENDANCE

Regular attendance and participation is essential for effective teaching and learning. A minimum attendance of 80% is required to receive C.E.U.'s.

New and Expanding Industry Training

The purpose of this program is to help new or expanding industry meet immediate manpower needs and to encourage industry to devote long-range training programs to satisfy continuing replacement and retraining needs. Subject to minimal limitations, RCC, in cooperation with the Industrial Services Division of the N.C. Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina. The program includes:

1. Consultation in determining job descriptions, defining areas of training, and prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors who may be recruited from the company and/or outside sources.
3. Payment of instructors' wages for the duration of the training program.
4. Provision of a temporary training facility prior to the completion of the new plant. This space may be at RCC or leased in the community.
5. Payment of one-half the cost of non-salvageable materials expended in the training program up to a maximum of \$100 for each new job.

Focused Industrial Training Center

Focused Industrial Training (FIT) Programs at Richmond Community College will provide for the assessment of needs for training and for the development and delivery of customized training programs for skilled and semi-skilled workers employed in industrial type occupations and traditional trades in Richmond and Scotland Counties.

Focused Industrial Training (FIT) classes are designed for specific groups of workers who need additional skills and technical knowledge and also for workers who need to update their skills because of technological changes. FIT classes are jointly planned by the institution and the industry or industries to be served and are intended to provide for training that cannot be provided through other existing occupational programs.

Small Business Center

The Richmond Community College (RCC) Small Business Center was created to provide the small businesses of our community with a focal point for training, education, counseling and referral.

The community college system recognizes the vital role of small business owners, or would be owners, with training and educational programs has become one of the system's long term goals.

Small Business Centers work cooperatively with state and local governments, universities and colleges, and private enterprise, including the U.S. Small Business Administration and the Service Corps of Retired Executives (SCORE), in promoting assistance to small business firms.

Literacy Programs

Literacy programs are designed to be comprehensive, flexible, innovative and available, as they address the needs of businesses, industries and communities in Richmond and Scotland Counties.

Adult High School

Richmond Community College offers the Adult High School program in cooperation with the Richmond and Scotland County public school systems. Students in the Adult High School Diploma program must be at least 18 years old and not currently enrolled in any public school. Persons between 16 and 18 years of age may be admitted with approval of the local school superintendent and parents or guardian.

Twenty units of credit will be required for graduation. These may be a combination of credit from the public school and Richmond Community College Adult High School program.

There is no charge to enroll in the Adult High School program. Books may be purchased at the RCC bookstore.

General Educational Development (GED)

The GED program is designed to help the adult earn the equivalent of a high school diploma. The student studies subjects in five areas needed to pass the high school equivalency test. These are interpreting literature and the arts, mathematics, writing skills, social studies, and general science. Upon successful completion of the test, the student receives a High School Equivalency Diploma from the State of North Carolina.

The GED Test is given on request at RCC. Applications for testing should be filed in advance of the testing date.

There is no charge to enroll in the GED program; however, cost to take the GED test is \$7.50.

Adult Basic Education (ABE)

For adults who have not finished the eighth grade, Richmond Community College offers ABE classes in reading, writing, mathematics, sciences, and social studies. Books for these classes are furnished by RCC. There is no charge to enroll.

Classes are offered in various locations throughout Richmond and Scotland counties as well as on the main campus.

Classes may be started in an area if there are enough students and suitable classroom space. A new Adult Basic Education class may be started if there are ten students.

Compensatory Education

The Compensatory Education program provides mentally retarded adults age 18 and over a free and appropriate public education suited to their individual needs and capabilities. Programs of study include academic, vocational, and community living skills. The educational opportunities should enable the retarded adult to become more independent and self directing, to benefit from occupational training and to acquire skills to meet and manage community work and personal adult responsibilities and develop to their fullest potential.

Human Resources Development (HRD)

The Human Resources Development program provides prevocational training/counseling and assistance for chronically unemployed and under-employed adults. The program is aimed at placing these adults into permanent employment or further educational training.

The primary objective of HRD is to help the jobless trainee reorient himself to the world of work through the development of communication skills which are necessary for getting and keeping a job. To accomplish this purpose, the HRD program first identifies and recruits people within the community who are in the greatest need of this service. The unemployed on public assistance are preferred candidates for the program. In an effort to place each graduate in a job which fits his/her ability and interest, HRD staff members develop job opportunities within local businesses and industry. In some cases, graduates may be directed into specific programs available at Richmond Community College.

Teacher Certificate Renewal

Teacher Certificate Renewal workshops or classes are provided in Richmond and Scotland Counties in cooperation with local public schools. When a need has been expressed by school teachers and officials, RCC plans and organizes the workshop/class and schedules it at a time convenient to the participants. Students receive one credit toward certificate renewal for each ten hours of successfully completed work.

Occupational Extension

Fire Service Training

Continuing Education courses in fire services are offered for the benefit of both the new and veteran fire fighters. Courses attract both paid and volunteer firemen. The subject range varies from the basic introduction to fire-fighting to more advanced fire-fighting techniques. Industrial fire brigade teams may also take advantage of courses to assist them in preparing themselves to handle industrial fire-fighting situations. This training covers the specific environment and equipment which exists at the particular site.

Cardiopulmonary Resuscitation — CPR

This course teaches the skills necessary to provide artificial circulation and breathing to a person whose heart and lungs have stopped functioning because of heart attack, shock, drowning, or other causes. External cardiac compressions administered manually are alternated with mouth-to-mouth resuscitation in order to stimulate the natural functions of the heart and lungs to save a life. This class is approved by the American Red Cross.

First Responder

This course is offered primarily to fire departments and other civic groups who may meet the first responder qualifications of the local Emergency Medical Service units. Topics include the first responder, the human body, patient assessment, breathing, CPR, bleeding and shock, splints, burns, smoke, heat, cold, childbirth, and special situations.

Basic Emergency Medical Technician (EMT)

This course is designed primarily for ambulance attendants, nurses, rescue squad and fire department personnel, and whomever may have an interest in pursuing a career in the Emergency Medical field. The course includes training in the following areas: prompt and efficient care of patient before transport, control of the accident scene, report and recordkeeping, communications and equipment care.

Firearms Training

Detailed instruction in the use of firearms is given. Various aspects of ballistics are explained. Each student is to successfully complete the FBI pistol course.

Liabilities

This course covers the use of legal and research materials, general principles of criminal law, crimes against personal property, public morality and public safety.

Laws of Arrest, Search and Seizure

This course covers arrest with or without a warrant, use of force, escape and rearrest, rights and duties after arrest, jurisdiction of officers, search with and without a search warrant and illegally obtained evidence.

Other Occupational Extension

Supervisory Skills Training

This course is designed for those in business and industry to increase interpersonal communication and supervisory skills. Some of the topics covered include: fundamental skills of managing and communicating with people, assessing employee performance, implementing change, delegating effectively and using positive discipline.

Nurse's Assistant

State approved courses provide graduates training to perform personal care and basic skills for the elderly and other adults. Some of the topics include: the aging process, communication, safety, and nutrition. Written and skills/competency evaluations are required to determine student achievement. Upon satisfactory completion of the course, the graduate is eligible to apply for listing as a Nurse Aide by the N.C. Board of Nursing.

Community Services

Sewing

This is a course that provides general knowledge of basic sewing. Pattern and fabric selection, linings and interfacings are taught so that simple garments can be constructed from patterns.

Cake Decorating

Students are given instruction in decorating techniques for different types of pastries such as wedding, Christmas, birthday, and Easter cakes. Flowers and borders are also demonstrated.

Sign Language

This course is designed for the hearing student to be able to communicate with the deaf. Finger spelling, words and sentence construction are also taught.

Oil Painting

This course teaches the use of oil on canvas painting. Emphasis is placed on color mixing, composition and brush techniques rather than the skill of sketching and drawing.

Rockingham Continuing Education Center

The center is located at 106 South Randolph Street, Rockingham, NC. It is open from 8:00 a.m. until 10:00 p.m. Monday through Thursday and until 2:30 p.m. on Friday. A variety of continuing education courses are conducted at the center throughout the year.

Scotland Continuing Education Center

The center is located at 201 Atkinson Street. It is open from 8:00 a.m. until 10:00 p.m. Monday through Thursday and until 2:30 p.m. on Friday. A variety of day and evening continuing education programs are offered along with a lab for literacy classes.

Instructional Support Services

Guided Studies Center

The Guided Studies Center offers, free of charge, a variety of learning activities designed to meet special needs that cannot be accommodated in curriculum programs. Students enrolled in any program, and the general public, may use this facility and its services. Attendance requirements are based on the needs, desires, and abilities of the individual students.

The Guided Studies Center contains a variety of programmed materials on many subjects designed to allow each student to progress at his/her own pace. A coordinator analyzes the students' needs and recommends appropriate learning materials and experiences. The coordinator also works with each student individually, and in small groups, and evaluates his/her progress.

Tutorial assistance is also available through the Guided Studies Center, at no cost, to students enrolled in a curriculum program or in the Adult High School, the GED, or Adult Basic Education classes.

The tutorial coordinator assesses the learning problems of each student and provides appropriate tutorial assistance. Tutoring is done primarily by instructor selected peer tutors, although professional tutors may also work with students. Tutorial sessions are flexible and scheduled to meet the needs of the students.

The following activities and services are available in the Guided Studies Center on main campus:

1. Review of subjects
2. Make-up testing for curriculum instructors
3. Further study and skills labs for course in which a student is having difficulty
4. Courses not taken in high school which are required for entering a specific program.
5. Tutorial services
6. Writing Skills lab
7. Independent Study
8. Study Skills
9. Study for a high school equivalency program (GED)
10. Study in the Adult High School program (AHS)

Library

The library provides student with a wide variety of books, magazines, newspapers, pamphlets, etc., to supplement and complement the college's technical, vocational and college transfer programs, as well as providing an appropriate setting for research, study or leisure reading. Library staff members are available at all times to assist in general library usage and research work. A branch library is located in Hamlet to serve the nursing programs.

Media/Telecommunications Center

The Media Telecommunications Center provides information and resources in the non-print medium to faculty and students. Audiovisual materials are available in a variety of subject areas and may be used for research, independent study, or for self-improvement. The television studio is available for taping lectures or other class activities as required.



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Dean of Literacy	Barbara S. Conder
Richmond County Literacy Recruiter	Sherry Byrd
Scotland County Literacy Recruiter	Mary Lou Dunsford
Director of the Rockingham Center	Stan McQueen
Director of the Scotland Center	Lee Opat
Continuing Education Secretary/Rockingham Center	Sylvia Cowick
Continuing Education Secretary/Scotland Center	Sue McSween
HRD Instructor/Counselor	Carlotta Knotts
HRD Instructor/Counselor	Bernaideene Peterson
HRD Instructor	Madie Nicholson
HRD Director	Melba McCallum
HRD Instructor	Alfreda Stroman
Assessment/Retention Specialist AHS/GED	Lenae McGuire
Assistant Assessment/Retention Specialist ABE/CED	Jenny Outlaw
Assistant Assessment/Retention Specialist	Jane Cockfield
Small Business Center	Lowery Ballard
Focused Industrial Training Director	Herb Smith
Focused Industrial Training/Small Business Center Secretary	Beth Henderson
GED Testing Officer	Matilda Davis

Evening Programs

Dean	Mac Montgomery
Secretary	Muriel Dawkins

Learning Resources

Dean	Emily U. Hartzell
Library Technical Assistant	Deborah McGlothen
Library Clerk	Doris Steen
Evening Librarian	Jack B. Lucas
Day Librarian	Sylvia Brookshire
Nursing Librarian	Gail Booth
Media Specialist	Chuck Lowery
Guided Studies Center Lead Coordinator	Brenda Long
Guided Studies Coordinators	Sharon Reid, Pat Swink

Student Development

Vice President	
Administrative Assistant	Mayne Collins
Student Services Secretary	Jeanette Sinclair
Director of Career Development and Counseling	Gerry Melton
Counselor	Tim Harris
Counselor	Wayne King
Counselor	Sharon Goodman
Director of Admissions and Registrar	Teri Jacobs
Admissions Secretary	Sandra Ballard
Curriculum Records Secretary	Virginia McDuffie
Director of Recruiting and Financial Aid	Jennipher Love
Financial Aid Associate	Beth McQueen
JTPA Associate (Richmond County)	Marvena Quick
JTPA Technician/Scotland County	Beverly Haltiwanger
Receptionist/Financial Aid Secretary	Mary Little
Title III Coordinator	Cynthia Magee
Job Placement/Co-op/Child Care Associate	Wanda Watts

Chris Auman

Psychology

B.A. Psychology, Pembroke State University; M.A. Clinical Psychology,
Western Carolina University

Robert Blackwelder

Business Computer Programming

M.A.T. Mathematics, UNC-Chapel Hill

*Willie J. Breeden

Practical masonry

B.A. Political Science, Fayetteville State University; over 26 years of
masonry experience

Phyllis C. Caviness

Associate Degree Nursing

B.S.N. and M.S., N. C. A and T State University

*Abbie G. Covington

Accounting

B.S., St. Andrews Presbyterian College; M.A., Appalachian State
University

*Naomi E. Daggs

English/Developmental Studies

B. A., Pembroke State University, M.A., N.C. State University

Mary W. Daniel

Anatomy and Physiology, Biology

A.A., Virginia Interment College; B.S., UNC-Charlotte,
M.S., N.C. State University

Carol L. Dodd

Reading/English

B.A., M.A., Eastern Kentucky University

Michael Fairley

English

B.A. English, N.C. A and T State University

Mary C. Fowler

B.S. Mathematics, Livingstone College; M.A. Mathematics, Goodard College

*Randy Henson

Mechanical Engineering Technology

B.S. Physics, Lebanese University-Faculty of Sciences;

M.S. Physics, American University of Beirut;

M.S. Aerospace and Mechanical Engineering, University of Arizona

Ph.D. Mechanical Engineering, N.C. State University

Carl D. Howald

Physics

A.B., Kenyon College, M.A., Duke University; Ph.D., Duke University

Metta M. Hull

Mathematics and Physics

B.S., Appalachian State University;

M.A.T. Mathematics, University of South Carolina

Wilma S. Jackson

Mathematics

B.S. Mathematics, N.C. State University

*Ron Layne

English

B.A. & M.A. English, Winthrop College

**Nancy G. Lentz

Administrative Office Technology

B.S., Lander College

June Lucas

English

M.A. English, Appalachian State University

Arvind K. Maheshwari

Accounting

B. Com. (Hons), University of Delhi, India;

F.C.A., Fellow Chartered Accountant

Institute of Chartered Accountants of India; CPA

Member Accountancy Board of Ohio

*Shirley D. McCaskill

Administrative Office Technology

A.A.S., Sandhills Community College;

B.S., M.S., Appalachian State University

Julia McCormick

Practical Nursing

R.N., N.C. Baptist Hospital School of Nursing; B.S.N., UNC-Charlotte

*John W. McLean

Machinist

Certified Tool and Die Maker; over 27 years industrial experience

*James Medlin

Industrial Maintenance/Electrical Installation

Licensed Electrical Contractor; 15 years experience

Carol Montgomery

History

B.A. History, Armstrong State College; M.A. American History,

Ph.D. History, University of California-Irvine

**Audrey H. Moore

English

B.S., Appalachian State University; M.A., UNC-Charlotte

**Amir S. Niczad

Electronics Engineering Technology

B.S., University of Kansas; M.S., N.C. A & T State University

Nancy L. Norman

Associate Degree Nursing

B.S.N. University of N.C.-Chapel Hill; M.S.N., UNC-Charlotte

Prentiss Odom

Business Computer Programming

A.A.S., Richmond Community College; B.A.S., Pembroke University

Alan Questell

Business Administration/Business Computer Programming

M.B.A. East Carolina University

*Jerry M. Rankin

Industrial Electronics

Electronic Servicing diploma, Richmond Community College;

18 years experience in consumer electronic servicing field

*John T. Robich

Human Services Technology

A.A.S., Richmond Community College;

B.A., M.A., Ohio State University

Anne M. Shaw

Associate Degree Nursing

R.N., B.S.N., Medical College of Virginia, M.S.N., UNC-Charlotte

*Warner H. Shew

Mathematics

A.S., Wilkes Community College;

B.S., M.A., Appalachian State University

*Steven L. Smith

Criminal Justice

M.A., Special Correctional Education;

A.B. Psychology, Lenoir-Rhyne College

**Nancy C. Sumner
Associate Degree Nursing
B.S.N., UNC-Chapel Hill, M.S.N., UNC-Greensboro

Margaret Thompson
Reading
B.S. Elementary Education, University of Richmond

*Department Chairman

**Division Chairman

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Name

Adams, Sheila
Ainsworth, Miriam
Allen, Karen
Armstrong, Ray
Arrington, Linda
Baldwin, Sue
Ballard, Ann
Bearfield, Don
Bennett, Steve
Berryman, Jane
Bland, Earl
Boyd, Michael
Brownley, Claudette
Butler, Pat
Campbell, Michael
Carriker, Ralph
Carter, Allison
Childress, Melvin
Clayton, Johnny
Clements, Frank
Coor, Antonio
Cornett, Kathryn
Croston, Pam
Davis, Jennifer
Dockery, Julie
Dombrosky, Mark
England, Jacqueline
Gibson, Kathi
Gibson, Theresa
Goodwin, Wayne
Graham, Joyce
Griffin, Rodney
Grooms, Harold
Hammann, Sharon
Henson, Robert
Holland, Kay
Honeycutt, Wanda
Hopkins, Laura
Hunt, Gerald
Jackson, Richard
Jackson, Mark
Jarrell, Tommy
Joyner, Marshall
Kalley, Bruce
Kessler, Deloris
Kirby, Bobbie
Larrabee, Beverlee
Liles, Dorothy
Linker, Nancy
Little, Terri
Littleson, Robert

Area of Expertise

Associate Degree Nursing
Business
English
Biology
Associate Degree Nursing
Developmental Studies
Office Technology
Music
Art
Developmental Studies
Religion
Developmental Studies
Mathematics
Developmental Studies
Human Services Technology
Mathematics
Developmental Studies
Music
Human Services Technology
Industrial Technology
Human Services Technology
Developmental Studies
Mathematics
Developmental Studies
Biology
Computers
Office Technology
Developmental Studies
Office Technology
Law
Developmental Studies
Welding
Industrial Technology
Developmental Studies
English
Developmental Studies
Business
Developmental Studies
Business
Law
Industrial Technology
Accounting
Insurance
Business
Developmental Studies
Developmental Studies
Religion
English
Human Services Technology
Developmental Studies
Accounting

Lyerly, Billy Ray
 Lynn, Megan
 Mack, James
 McPherson, Sara
 Main, Cynthia
 Maples, Blaine
 Matheson, Betty
 Mathews, Lee
 McDonald, Chris
 McGirt, Aimee
 McInnis, Dale
 McLeod, Clyde
 McRae, Eugene
 McRae, Eleanor
 Memory, John
 Morrison, Alex
 Morrison, Barbara
 Murphy, Virginia
 Nelson, James
 Nixon, Jean
 Ormand, Donna
 Pace, Freddy
 Pangborn, Tom
 Peele, Robert
 Pohl, James
 Polyzos, Gina
 Pruitt, Harold
 Quattlebaum, Shirley
 Queen, Oz
 Renberg, James
 Rhye, Tammy
 Ritch, Ginger
 Salemme, Robert
 Sanford, Anna
 Scott, Mark
 Seymour, Virginia
 Shaw, Ron
 Smith, Lisa
 Snipes, Grace
 Spencer, Patricia
 Steeves, Norma
 Taylor, Tom
 Upham, Thomas
 Wagers, Jay
 Walker, Gail
 Watts, Ernest
 Winchester, Kitty
 Wright, Gretchen

Industrial Technology
 Human Services Technology
 Psychology
 Sociology
 Business Administration
 Mathematics
 Developmental Studies
 Political Science
 Mathematics
 Spanish
 Business
 History
 Human Services Technology
 Human Services Technology
 Criminal Justice
 Marketing
 Accounting
 Accounting
 Engineering
 Developmental Studies
 Developmental Studies
 Computers
 Industrial Technology
 Industrial Technology
 Engineering
 Business
 Business
 Psychology
 Accounting
 History
 Human Services Technology
 Developmental Studies
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Computer Technologies
Center

Highway 74 West
P.O. Box 1189
Hamlet, North Carolina 28345
(919) 582-7000 • 997-3333 • 276-3331